



Arrangements for Hiring a Room at the Menai Bridge War Memorial Community Centre

We hope that you enjoy using the Centre and if we can provide further information or assistance do please get in touch.

1. The hire fee for the use of the room is £12 per hour for the lounge and £15 per hour for the use of the Hall.
2. The hire fee is to be paid by standing order or direct debit into HSBC account number 81114107, sort code 40-32-15.
3. Rooms can be used between the hours of 7.30am to 10.00 p.m only, seven days a week except on the following days when the Centre is closed. – October 24th Fair Day, Christmas Day.
4. You will be charged for rooms booked, unless **2 days of notice** is given of cancellation.
5. The room is not to be sub-let to another person or group. Access codes are strictly confidential.
6. We require the full name and address of the hirer, telephone number and email address. Confirmation of insurance cover is also required for those running 'classes'.
7. New hirers have one free week to start with and afterwards payment should be made monthly (at the end of each month. You will be sent an invoice.
8. WIFI is available without charge. The hire fee includes heating in the winter. Access to a kitchen is available.
9. The hirer is responsible for any damage to the room and or its fittings and will be charged accordingly. All windows to be shut at the end of each day.
10. Any electrical equipment brought into the Centre must be PAT tested and labelled.
11. The Management Committee does not accept responsibility for the property of the hirer and no property should be stored in the Centre.
12. Please keep the Centre tidy and available for those using the room(s) after you.

Liz Moyle Secretary Menai Bridge War Memorial Community Centre, Water Street, Menai Bridge, Ynys Môn, LL59 5DD

www.mbwmcommunitycentre.co.uk

mbwmcc2@gmail.com