

Information for Hirers about St. Wilfrid's Community Centre

Rooms for Hire:

- Byland - small counselling/meeting room 3.9m x 2.4m approx. (8-10 people max)
- Jervaulx - small hall 8.5m by 4.1m approx. (up to 30 people)
- Fountains - large hall 13.4m x 5.5m approx. (up to 70 people)

Hire Charges for Ripon Community Groups

Fountains (non-party users)	£14 per hour for the first 2 hours £7 for the 3rd and subsequent hours
Jervaulx (non-party users)	£9 per hour for the first 2 hours £5 for the 3 rd and subsequent hours
Byland (non-party users)	£6 per hour for the first 2 hours £3 for the third and subsequent hours
Party Hire Fountains	£50 for 4 hour slot am or pm £7 for 5 th and subsequent hours
Party Hire Jervaulx	£32 for 4 hour slot am or pm £5 for 5 th and subsequent hours
Whole site Hire	£90 for 4 hour slot am or pm £12 for the 5 th and subsequent hours

For party bookings, which includes use of the kitchen, a cleaning charge of £15 is required which will be refunded if no extra cleaning is incurred.

Booked time slot to include setting up and clearing away

Minimum charge of one hour and hourly thereafter

Regular bookings are invoiced at the end of each month

Kitchen facilities:

All are included in the price (including washing up liquid and dishwasher tablets) and are shared by all groups hiring the community centre. We ask that the facilities are left as they are found.

Empty dishwasher before vacating the premises.

Remove food waste to outside bins. Pizza boxes/paper plates with food residue go in **General Waste** bin.

Recycle where possible – general waste bin and recycling bins located outside premises.

Supply own tea towels and dish cloths - due to the risk of cross contamination between groups, these are not provided.

Car Parking:

Parking available at both ends of St. Wilfrid's Community Centre building. We ask everyone to respect that the parking space in front of the presbytery is for private use only and not for hirers.

Hygiene Equipment:

We do provide blue towel rolls and cleaning sprays in all rooms for keeping good hygiene standards. There is also hand sanitiser available at 3 different areas of the centre.

Storage of Chairs & Tables:

Chair Safety - chairs are stacked in sets of 5, 6 is a maximum.

Tables - tables are stored 7 to each trolley (1 in Jervaulx and 2 in Fountains).

Storage in Fountains - All furniture is kept to one end of the hall to maximise floor space for other users.

Heating:

Heating is controlled remotely by an app on our phone. Please do not adjust the main thermostat in Fountains as this confuses our settings. However, feel free to adjust the individual settings on the radiators and return them to no. 4/3 at the end of the session ready for the next group. Close doors to keep heat in when leaving.

Remember to leave all rooms as found – this includes plugs, cables connecting to projector in Jervaulx, blinds, windows and individual radiator settings.

As a volunteer run organisation without a caretaker, we rely on you letting us know if there are any issues which need dealing with. We really do appreciate knowing and sorting them out so we are all happy. Please contact us and don't let a problem fester. We will always respond. **But please remember it may not be immediate but will be within a week. Thank you!**