



Registered Charity N° 269698

# FORDINGBRIDGE & DISTRICT COMMUNITY ASSOCIATION

36 Shaftesbury Street  
 Fordingbridge  
 Hampshire SP6 1JF

(01425) 652706  
 www.avonway.org  
 Avonway@BTconnect.com

## AVONWAY COMMUNITY CENTRE 2016 ROOM HIRE CHARGES

Rooms	2016 Room Hire Rates per hour						Room Capacity (seated)
	Charity		Club		Commercial		
	Day	Evening	Day	Evening	Day	Evening	
Annexe							
- Whole	£11.30	£13.00	£13.30	£15.30	£17.30	£19.90	135
- Hall	£7.45	£8.60	£8.75	£10.05	£11.40	£13.10	95
- Lounge	£6.35	£7.30	£7.45	£8.60	£9.70	£11.15	40
Greenwich Suite							
- Whole Suite	£12.05	£13.85	£14.15	£16.30	£18.40	£21.15	155
- East Room	£6.95	£8.00	£8.15	£9.40	£10.60	£12.20	66
- West Room	£7.55	£8.70	£8.85	£10.20	£11.50	£13.25	89
North Room	£5.70	£6.55	£6.70	£7.70	£8.70	£10.00	30
South Room	£7.40	£8.50	£8.70	£10.00	£11.30	£13.00	79
Jubilee Lounge	£3.75	£4.30	£4.40	£5.05	£5.75	£6.60	38
IT Suite	£13.50	£13.50	£13.50	£13.50	£13.50	£13.50	10

### NOTES:

- Set-up & take-down time must be booked, and is charged for
- Day rates apply from 8.00 am to 7.00pm and all rates are per hour.
- All bookings must commence on the hour or the half hour.
- The Jubilee Lounge will only be charged for when a hirer books both the Lounge & the South Room for their exclusive use.
- Room capacities for functions, dancing, etc vary – see office for details.
- **The use of Blu-Tack anywhere at Avonway is prohibited because, despite claims about its safety, it causes long-term damage.**
- There must be at least one accredited technically qualified person in attendance at each booking of the IT Suite.

Chairman: Chris Calder

Treasurer: Wendy Cracknell

Manager:

Reception: Annie Mitchell

## **BLOCK BOOKINGS:**

- Block bookings of 10 or more hirings attract a 10% discount providing that the booking form is received in advance of the first date required, and payment for the block booking is received within 28 days of the invoice date.
- Block Bookings that are not fully used are not eligible for a refund.
- Block Booking sessions cannot be re-scheduled – except at management discretion.

## **DEPOSITS:**

- A deposit of £100 is required for each booking for a party or function. The deposit will be retained [though cheques will not be banked] until full payment is received for the function hiring. **A deduction may be made for any damage or extra cleaning required.**

## **CUPBOARDS:**

- Cupboard hire is subject to availability [on application to the manager] at an annual charge.
- All cupboards, including any built by members, will be subject to rental.

## **EQUIPMENT CHARGES:**

- No charge is made for the use of the hearing loop in the Annexe or West Room.
- Use of the audio PA system is charged for at £1.00 per session.
- Use of the projector is charged for at £1.00 per session.
- Hire of skittles & new age curling equipment is charged at £15 per session.
- When not required for room hirers, tables & chairs can be hired for use off-site. The charge for Tables is £1.20 & for chairs is £0.60 per item per day, or per weekend.

## **ADDITIONAL CHARGES:**

- The Fordingbridge & District Community Association reserves the right to make additional charges to cover any loss or damage, or for any necessary extra cleaning services.

## **DISCOUNTED RATES:**

- A short-term 'start-up' discount for new groups may be available at the manager's discretion, subject to conditions.

## **ALCOHOL:**

- Bookings for the bar facilities are subject to approval by the Association's Licensee.
- If alcohol is to be served at any hiring [except at a private party for which no charge is made either for admission or for alcoholic drinks], then this must be provided under the auspices of the Members' Bar licensee; or the event must have a TEN licence [Temporary Event Notice].
- Because the law strictly limits the number of TEN licensed events that may be held each year at Avonway, hirers wishing to apply for a TEN licence must seek prior approval from the Association.
- The bar operates an 'over 21' policy.

## **CHILDREN & VULNERABLE ADULTS:**

- **Hirers, whose activities at Avonway are open to children &/or vulnerable adults, must have suitable safeguarding policies & procedures in place; and a copy of them must be lodged with the Avonway office.**

## **PORTABLE APPLIANCE TESTING (PAT):**

- All of the Association's electrical equipment that is available for use by hirers is regularly PAT tested to ensure that it is safe.  
If a hirer needs to use their own portable electric appliance at Avonway, then it is at their own risk & responsibility, and they are strongly recommended to have it regularly checked by a qualified professional to ensure that it is safe to use.