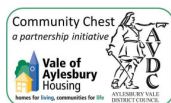




IVINGHOE OLD SCHOOL COMMUNITY HUB:
Registered Charity Number 1165850
RENTAL AND BOOKING CHARGES:



visit our facebook page; email: ivinghoeoldschool@btconnect.com ; telephone 01296-661666
Ivinghoe Old School Community Hub, 2 High Street, Ivinghoe, Leighton Buzzard, LU7 9EF

NOTE: COMMUNITY CAFÉ SPACE is let to 'CuriosiTEA Rooms' Community Café

BOOKING CHARGES FOR COMMUNITY SPACE:

The Space is one large space (Total Area 69.26 sq.m), which can be divided into two separate smaller spaces (each one is 37.65 sq.m and 31.61 sq.m, respectively – one (the slightly larger one) containing a piano, the other containing sinks with drinking water):

Booking Fee for overall Community Space (69.26 sq.m):
£12.00 for first hour, then £10.00 per hour thereafter.

Booking Fee for each of the Sub-Divided Smaller Spaces (37.65 or 31.61sq.m):
£9.00 for first hour, then £7.00 per hour thereafter.

Please note that if catering is required for your function, the CuriosiTEA Rooms Community Café will be pleased to provide for you from their extensive and affordable menu – contact them directly – although do feel free to make your own alternative arrangements if you so wish:

Telephone 07775-831153 or email: hayleywesley79@gmail.com

BOOKING CHARGES FOR 'Cyb-Org' IT Suite:

- Stand-alone PC – £2 per hour per PC (four available)
- Rental of complete Suite – £10 per hour, or £75 per day
- Printing – 10p per sheet (B&W), 50p per sheet (Colour)
- Photocopying (B&W) – 10p per sheet (A4); 20p per sheet (A3)
- Lamination – 50p per A4 sheet



IMPORTANT: If your function is likely to generate traffic and a need for car-parking, please consider hiring The Lawn from the Parish Council – car-parking in the High Street is very limited! A Parish Council Booking Form is available here in the Hub.

TYPE OF EVENT (please insert brief description):			
SPACE BOOKED:	Date & Time	Fee	Name and Contact Details of Hirer:
Overall Community Space			Name:
'Piano' Space			Address:
'Sink' Space			
(Note 60 people maximum overall)			
Cyb-Org IT Requirement:			Email:
(state number of PC's,)			Telephone:
(overall Suite Hire)			Signature:

CLEANING CONDITION: Please ensure that the rooms are left in a clean and tidy condition, and check that all lights and electrical equipment have been switched off before leaving; ensure that any water taps are turned off. The Trustees reserve the right to add such other special conditions as they consider necessary; any damage caused will be charged at rectification cost plus 10%.

Other Booking Conditions on reverse

Make a Donation: <https://make-a-donation.org/charity/ivinghoe-old-school-community-hub>

IVINGHOE OLD SCHOOL COMMUNITY HUB: Registered Charity Number 1165850

Ivinghoe Old School Community Hub Booking Conditions for Activity Rooms (2016)

Minimum fee £12 for one hour session for overall, non-subdivided Community Space (£9 for one hour session in one of the sub-divided spaces) – thereafter as below:

Bookings – overall, non-subdivided Community Space: £12 for first hour, £10 per hour thereafter;
Each of the smaller subdivided Community Spaces: £9 for first hour, £7 per hour thereafter.

Fees are subject to the condition that the rooms are left clean, tidy, and without damage.

Please ensure that all rubbish, bottles, etc., are removed and/or recycled neatly within the Hub's appropriate bins – substantial rubbish and waste to be removed from the site.

Please note that if catering is required for your function, the CuriosiTEA Rooms Community Café will be pleased to provide for you from their extensive and affordable menu – contact them directly – although do feel free to make your own alternative arrangements if you so wish.

Conditions of Booking:

No Smoking in the Hub – by Law!

BOOKINGS must be made on the official Hub Booking Form, in the Booking Diary (held in the CuriosiTEA Rooms Café), or/and on the interactive web-site Calendar (when available). Verbal requests must be confirmed by completion of a booking form and passed to the CuriosiTEA Rooms Café.

PAYMENT – by cash or cheque – cheque payment to be made not less than 14 days prior to the booked date, if paying by cash then not less than 3 days prior to booked date; Cheques should be made payable to 'Ivinghoe Old School Community Hub', and either posted or delivered by hand to the Hub.

MUSIC and Disco Amplification: This must be neighbour nuisance aware – out of civility, and risk to our Music Licence renewal risk.

CANCELLATION: Fees are payable in FULL unless 7 days notice is given;

Period Block Bookings: Payment is requested promptly upon invoice prior to the first hiring date. The Management Committee reserves the right to withdraw this facility at any time.

NUMBERS: Attendance in the Hub Rooms are limited by Law (governed by space available and width of Fire Exits); maximum number of people allowed within the overall Community Space (i.e. the complete space, even where each of the smaller spaces are hired separately) is 60 – thus please ensure that this number is strictly adhered to when making your booking.

LICENCES: The Ivinghoe Old School Community Hub has now purchased a licence for Public Music Use (unlimited hours stipulated) – but not a permanent licence for the sale of alcohol. A 'Temporary Event Licence' may be obtained by a hirer, with prior approval from the Trustees – this Temporary Event Licence to be obtained from Aylesbury Vale District Council – noting the requirement to also keep the Thames Valley Police Authorities and Environmental Health at AVDC informed of any event which includes the sale of alcohol.

FIRE AND EMERGENCY REGULATIONS: Fire Extinguishers are contained within the Hub premises, and hirers must familiarise themselves with Fire and Emergency Evacuation Procedures and information posted within the Community Spaces and on Notice Boards, at the beginning of each event.

REPEAT CLEANING CONDITION: Please ensure that the rooms are left in a clean and tidy condition, always brooming and/or vacuum cleaning after use. Brooms, dustpan and brush, cleany-wipes for restoring used chairs and tables, and bin liners are at the front of the table rack, and a vacuum cleaner is in the IT Suite, available on request. Please check that all lights and electrical equipment have been switched off before leaving; ensure that any water taps are turned off. The Trustees reserve the right to add such other special conditions as they consider necessary; any damage caused will be charged at rectification cost plus 10%.