**Lyndhurst Road
Community Centre FAQ SHEET**

**COST- How much will it cost?**

For all individual hirers, a deposit of £100.00 is payable.

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| --- | --- | --- |
| Voluntary & Community Rate | **£7** | Per Hour |
| Charity & Private Function Rate | **£9** | Per Hour |
| Business Rate | **£14** | Per Hour |

An additional £25 charge applies (to cover the costs of a security company) if the event is held outside of normal office hours (9am to 5pm Monday to Friday)

**INSURANCE - Do I need insurance for my booking?**

Individual hirers will be subject to an additional charge of 11% on the total hire cost for Public Liability Insurance.
Regular hirers will need to have PLI cover for up to £5,000,000.

**LOCATION - Where is it?**

Lyndhurst Road
Tilehurst
Reading
RG30 6UB

The nearest bus routes are numbers 16 and Number 17 which provide a regular service throughout the day. The bus stop you need to use for number 16 is called Weald Rise and you should then use Bates Hill footpath to access Lyndhurst Road. The bus stop for the number 17 is Romany Lane and it is a short walk to the centre.

**CAPACITY - How many people can the centre hold?**

The Community Centre maximum capacity of 80 persons.

**VOLUME – How large is the Community Centre?**

It is a 92 square meter common space with ancillaries.

**AVAILABILITY - What time is it available from / until?**

The Community Centre is available to hire from 9.00am until 9.30pm Daily.

**DURATION - Is the Centre available for whole-day hire?**

The Centre can be hired by the hour, multiple hours or daily providing the booking does not conflict with other bookings.

**PARKING - Is there car parking?**

There are 5 car parking spaces outside the centre, one of which is a disabled parking space.

**OUTDOOR AREA - Can I use the areas around the Community Centre?**

The Outside area can be used for social activity. Due consideration should be given to the neighbouring properties

**ALCOHOL - Can I sell or consume alcohol at my event?**

You can provide alcohol to guests over the age of 18.

We do not have a licensed bar at Lyndhurst Road Community Centre. If you wish to sell alcohol on the premises, you must apply to the Council’s Licensing Section for a Temporary Events Notice 10 working days before the date of your event.

**SMOKING - can we smoke at the Community Centre?**

The centre is a NON-SMOKING site, including vaping and e-cigarettes – indoors and outside.
No burning of candles, incense or any naked flame of any type is permitted.

**KITCHEN - does the Centre have a kitchen facility?**

There is a small kitchen for preparing snacks with a kettle and microwave. It is not appropriate for preparing meals.

**CATERING - Are there any Catering options?**

Any refreshments, food or drink, that you require for your event will need to be supplied and brought by yourself.

**DISABLED FACILITIES – Are there any disabled facilities.**

The Centre has one disabled parking space, access ramps where required, wide access doors and disabled toilet facilities. There are currently no scooter charging points.

**WiFi and TV Licence – Is there WiFi at the centre?**

There is WiFi and a TV Licence at the Community Centre. However, any electrical devices will have to be brought to the event.

**AUDIO VISUAL EQUIPMENT – Is there any Audio-Visual Equipment to use or hire?**

The centre currently does not have any audio-visual equipment. This would have to be brought by the hirer.

**BIRTHDAY PARTIES – Can the centre be hired for a birthday party?**

Yes. However, the age parameters are up to and including aged 11 or 21 and over.
Attention should be drawn to the limitations for alcohol, balloons, barbeques, bouncy castles and decorations.

**DECORATIONS - Can I put up decorations for my party?**

The Centre must be left as it was found with no damage to any part.
No bolts, nails, tacks, screws, bits, pins or adhesives shall be fixed to the walls, floors, ceilings or fixtures.

**BARBEQUES – Are Barbeques allowed at the community centre?**

Sorry. Barbeques are not allowed at the community centre.

**BOUNCY CASTLES – Are bouncy castles allowed in the community centre?**

Sorry. Due to the low ceiling – no bouncy castles are allowed in the community centre.

**GAS BALLOONS - Are Gas Balloon allowed in the Centre?**

Sorry, no gas balloons in the community centre.

**PETS - Can I bring my pets?**

No animals are allowed in the centre (except for assistance dogs for the disabled)

**CLEANING - am I expected to clean up on completion of my hire?**

Yes. The Community Centre should be left as it was when you arrived. There is a dustpan and brush in the kitchen cupboard

**RUBBISH - Do we need to dispose of our own rubbish?**

There are commercial bins to dispose of the Community Centre waste.

**KEY COLLECTION - where do I collect the keys from?**

For regular hirers a key will be issued. For private hirers a security charge of £25 will be added for the use of a security company to open and close.

**CANCELLATIONS – What if I cancel later?**

The Council may cancel any booking under a number of circumstances shown in the Hire Agreement.
The Hirer may cancel the hiring by issuing a Cancellation Notice. The Hirer shall be liable to pay the Council the 100% of the Hire Charge, together with any additional expenses incurred by the Council, where the Cancellation Notice is received by Council less than 3 (three) weeks before the Event date.

**MINIMUM AGE TO HIRE – Is there a minimum age to hire the Community Centre?**

The minimum age is required to hire the centre is 21 years of age.

**PAYMENT – How do I make a booking / enquiry?**

To make a booking, email norcotcommunityhub@reading.gov.uk with your requirements and preferred date(s)

**PUBLICITY - Can I put posters on the notice boards?**

You are welcome to put posters for local events or groups on the noticeboards.

**ANOTHER QUESTION?**

Please contact us via a norcotcommunityhub@reading.gov.uk and we will be happy to answer any other questions.