

Lyons Community Centre

Hire rates

As at 1st April 2023			Rate Per Hour				
ROOM/SPACE	APPROX SIZE (in feet)	MAXIMUM CAPACITY	PRIVATE FUNCTION (any time)	COMMERCIAL HIRE			
				WEEKDAY (8am-4pm)	WEEKDAY (4pm-10pm)	SAT (8am-11pm)	SUN/BH (9am-7pm)
Griffin Hall	44 x 32	70	£36.75	£18.90	£25.20	£29.40	£31.50
Belmont Hall	36 x 27	50	£31.50	£12.60	£18.90	£23.10	£25.20
Viceroy Room	15 x 12	8	£10.50	£8.40	£10.50	£10.50	£10.50
Royale Room	15 x 10	6	£8.40	£6.30	£8.40	£8.40	£8.40
Omega Room	10 x 10	2	£5.25	£3.15	£5.25	£5.25	£5.25

PLUS Caddington and Slip End residents receive a 25% discount!

A 50% discount is also available for local community/unfunded groups - discounts only available on above room hire rates

Private functions in both Griffin and Belmont Hall at one time will receive a discount of £5.25 per hour = £63 per hour

For private functions after 7pm a non-refundable surcharge of £15.75 per hour, per room is payable

Hire rates includes joint access to the kitchen and garden, unless already exclusively booked. Exclusive use of the kitchen can be arranged for £10.50 per hour. Exclusive use of the garden (until 7pm) should be arranged for bouncy castles, or other use, also at £10.50 per hour. Hire rates also includes access to 35 x chairs, 6 x large (2.5ft x 6ft) and 2 x small (2.5ft x 4ft) tables. Use of 70 x chairs, 12 x large tables and 4 x small tables can be arranged at a rate of £52.50. Exclusive use of the kitchen, garden and/or furniture can only be added at the time of booking, on a first come first served basis and cannot be amended

A £200 deposit is payable for hall bookings, per hall and £50 for other rooms, per room. £50 is required within 7 days of the booking being made. The remaining £150 is due 4 weeks before the booking, along with the full hire charge. The £200 deposit is refunded within 5 working days of the booking providing all Conditions of Hire have been adhered to

Please note: the hire period should include set up and clear down and bouncy castles are only permitted in Griffin Hall. The hirer is responsible for ensuring the equipment has been serviced/inspected in the last year and is PIPA and/or RPII registered

Admin charges apply for **each** change made within 14 days of the booking and in the event of any late payment(s). No alterations can be made within the 72 hours prior to the event. A £20 admin charge is payable for any cancellations

FOR MORE INFORMATION OR TO MAKE A BOOKING PLEASE VISIT:

www.casetrust.org.uk/lyons-community-centre;

call 01582 227366; or email lyonscommunitycentre@casetrust.org.uk

