

Weekend Event Hire - General Information Sheet

Hire rates & fees:

Fee	Boiler House
Hourly rate	£30
Damage & Contract deposit *	£100
Admin fee	£20
Booking fee**	£45

*Damage and contract and deposit: This will usually be refunded within 7 working days of the hire as long as the terms and conditions of the terms are met.

**Booking fee: This payment secures the booking and is due at time of booking. This will be deducted from the balance and is non-refundable if you cancel the booking.

Location

Boiler House Community Space
George Downing Estate
Cazenove Road
N16 6BE

Hire Times

Saturday 12:00 - 21:00
Sunday 12:00 - 19:00

Facilities

8 6ft long tables
4 6ft wide round tables
35 chairs
wifi
Bluetooth speaker (on request)
Kitchen : fridge , electric cooker,
kettle, microwave

Hall Dimensions

32 x 26 feet

How to book

To book one of our venues please visit our webpage : www.boilerhouse.spcaes.com

Additional info

- We do not private hire on weekdays.
- We cannot extend our booking times.
- We do not provide keys, on the day of the booking, one of our key holders will meet you at the venue at the start time of the booking. The key holder will be available on the day for emergencies and will arrive 15 minutes before the end of the booking to lock up. We will provide contact details a few days before your hire.
- We do not provide a cleaning service, you will be expected to clean up and leave the hall as you found it within your booking time.
- We cannot let you in before your hire time to decorate.
- If you would like to extend your booking contact: info@boilerhousespaces.com at least 48 hrs prior to your hire. You must have this confirmed by a member of staff.
- By the end of your booking we expect you to be packed up, cleaned and ready to leave the venue.
- Maximum capacity 50 people.
- The hirer must be at the hall when opening up to sign the contract and at the end of the hire for locking up.
- We do not manage the outside spaces; therefore, we expect your party to be held inside the building and avoid gathering outside the premises.
- Do not leave the hall unattended at any time, if you finish early, you must call the key holder and see if it is convenient for them to attend to lock up.
- At the end of the hire please encourage your guests to not congregate outside the premises, keep noise to a minimum and move on quickly. Please respect our neighbours.
- **No DJ's or sound systems at The Boiler House Community Centre, you must use the speaker on site.**
- No bouncy castles at The Boiler House Community Centre.
- Each site has a kitchen equipped with fridge, cooker/oven, microwave and kettle.

**If you have any questions and the answer isn't above please contact us:
P: 0208 806 8013 E: info@boilerhousespaces.com**