

THE PAVILION, RANSOM'S RECREATION GROUND

Hiring the Pavilion

The Pavilion is a new, small, community venue. It is available for hire to community groups for meetings, talks and workshops.

The maximum numbers the pavilion can comfortably hold are:

21 for talks and meetings (plus presenters)

12 for workshops (plus tutors)

The building can hold **no more than 37 people** in total to comply with health and safety regulations.

Tea and coffee making facilities are available, but there is no hob, oven or microwave at present. You may bring refreshments or we can provide them, but no food can be prepared on site.

Availability

The pavilion will normally be available for hire:

6pm – 10pm on Monday to Wednesday evenings

8am – 10pm on Tuesdays, Wednesdays, Fridays and Saturdays

1pm – 10pm on Sundays

It may be available at other times – please enquire.

Hire Charges

For the purposes of hire charges the days are divided into three sessions:

Morning 8am – 1pm

Afternoon 1pm – 6pm

Evening 6pm – 10pm

The hire fee for non-profit making community organisations for non-chargeable events is **£15.00 per session** or part thereof.

For other organisations or private individuals the fee is **£30.00 per session** or part thereof.

For chargeable workshops and talks the hire fee is £30.00 per session (or part thereof) for all organisations.

Payment in full is required at the time of booking, together with a refundable damage deposit cheque for £50.00.

Cancellations more than two weeks before the hire date will be refunded, less an administration deposit of one third of the hire fee. Cancellations within two weeks of the hire date will not be refunded. If a cancellation is made by us, we will refund the hire fee in full.

To Hire the Pavilion

To check availability and hire the pavilion please contact our bookings clerk:

Margaret Byrne on 01462 459144 (or Vicky Wyer on 01462 621585)

Further information on our terms and conditions can be found in the General Rules and Standard Conditions of Hire available on our website www.trianglegarden.org or from the bookings clerk.