



Frequently Asked Questions continued:

Can I come in early to make preparations before my function starts?

All setting up or decoration must be done within the hire period as we have to pay for our Caretaker to attend and allow you into the building.

Do I get any extra time to clear up at the end of the function?

No, you need to ensure that you allow as much time as necessary to ensure that you have cleaned up, and that you and your guests are ready to vacate the premises when the Caretaker returns to lock up.

Is there a car park at the community centre?

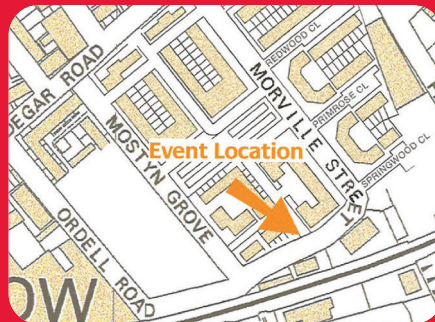
No, but pay and display operates locally Monday to Friday from 8.30am until 5.30pm. We encourage centre users to walk or travel by public transport.

Tredegar Community Centre

Hall Hire information for private functions and private hire

How to find us:

- Nearest BR/DLR: Bow Church Station – 10 mins walk
- Nearest Tube: Bow Road Station – 10 mins walk
- Nearest Bus Stop: No 339 Tredegar Road/Usher Road or Nos 8, 276, 488 to Roman Road Market
- From Bow Road/Addington Road – walk through Tom Thumb's Arch



Tredegar Community Centre
333 Morville Street
Bow, London E3 2DD

For further Information Contact:

Old Ford Housing Association (Community Facilities Officer) –
020 7204 1586

To check availability and for all Private Hire Bookings ring – 07884 168 176

e-mail: hallbookings@circleanglia.org

www.oldford.org



Tredegar Community Centre Hall hire Information

Tredegar Community Centre, 333 Morville Street, Bow, London E3 2DD is ideal for private functions, including small wedding receptions, birthdays, christenings, mendhi, first communions, and other events for up to 120 people.

An adjoining kitchen with hatch window provides a facility for serving food and refreshments. Folding tables and chairs are also available.



Hall capacity:	maximum 120 (90 sitting)
Facilities:	kitchen, adapted toilets and ramped entrance, tables and chairs. Full Disability Access.

The hall is available at the weekends on:

Friday Evenings	6.00pm until 11.00pm (the hall must be vacated by 12.00pm)
Saturday	9.00am until 11.00pm (the hall must be vacated by 12.00pm)
Sunday	9.00am until 7.00pm (the hall must be vacated by 8.00pm)

Hire charges (hourly rates)

£30.00* per hour payable in full 7 days prior to the event.

Refundable Deposit

£200.00 payable at the time of the booking.

A discounted rate of £20.00* per hour is available for children's parties (under 13 years) or Solemn Funeral Occasions which take place between 12.00pm and 6.00pm weekdays. Events which continue after 6.00pm will be charged the normal rate of £30.00* per hour. The refundable deposit is still payable.

*subject to annual review

General Information

The Booking Procedure:

1. A refundable deposit of £200 is required to confirm a booking prior to the event taking place. The deposit or part thereof will be returned provided there is no damage, no complaints from neighbours, and the hall is left clean and tidy as found.
2. The hire charge must be paid in full 7 days prior to the date of the event.
3. No bookings will be accepted less than 7 days in advance of a function.
4. For late bookings which are confirmed more than 8 days and less than 28 days prior to an event, a single payment covering the total hall hire and refundable deposit must be paid.
5. All payments must be paid in cash, including the refundable deposit.
6. The Hirer must confirm that they agree to our conditions of hire by signing the Standard Conditions of Hire (available in summary form).
7. At the beginning of the hire period the Hirer will be let into the building at the agreed time. The Caretaker or other representative of the Community Centre will run through a checklist of what is required of the Hirer at the end of the period of hire. This Checklist must be signed by both parties at the end of the hire period.
8. The refundable deposit will be returned within 7 days of the event, providing ALL the conditions of hire have been met.

Frequently Asked Questions:

Why do I have to pay a deposit?

This is required to cover any problems that may result from non compliance with the Standard Conditions of Hire, such as: damage to the building, anti social or abusive behaviour, not leaving the premises at the agreed time, failing to clean up after the function, etc

What happens if I need to cancel my booking?

A 100% refund of the deposit will be given for bookings cancelled providing notification is received 28 days before the actual event; 75% if notification is received 21 days before the actual event; 50% if notification is received 14 days before the actual event; 25% if notification is received 7 days before the actual event. →