



Bedhampton Community Centre CIO

Responsibilities

When you hire our premises, there are a few considerations to bear in mind:

You are responsible for the actions and behaviours of your guests

You may be held responsible for any damage to property, or injury to your guests

We recommend getting your own Public Liability insurance, because our insurance of the premises insures against our failure to protect the public - it is unlikely that it would cover your actions as a private hire. As a guide, Havant Borough Council require indemnity cover for £5m for hire of both internal and external facilities managed by the Council.

More details can be found in the Conditions of Hire, we recommend you read them.

Bar Facilities

Bedhampton Community Centre is a licensed premises. Our mobile bar can be situated in the kitchen with bar access through the hall or lounge hatch, or in the main hall. No alcohol is to be brought onto the premises without an agreed corkage rate in advance.

When considering where to have the bar, please be aware that if you have caterers in the kitchen, there will not be enough room to host the bar as well.



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The bar comes fully stocked with a good variety of alcoholic and soft drinks, fully staffed and can also take requests for stock in advance of your event. It is very reasonably priced, and is a worthy addition to your event.

Last orders will be called ten minutes before the bar closes (not the end of the hire time).

Organisers are reminded of licensing laws with regards to consumption of alcohol by those under the age of 18. Our staff will ask for a valid form of photographic I.D if an individual looks under the age of 25.

Licensed Capacities

When hiring a room, it is important to take into consideration both the licensed capacities, as well as comfort.

Room name	Licensed Maximum	Recommended comfort
Hall	150 people	120 table seated/80 dancing
Meeting Room	40 people	30 table seated
Lounge	40 people	35 seated

Helium and Inflatables

Due to our heating fan system in the main hall, unfortunately we are unable to allow helium balloons in there. However, you can use helium balloons in the meeting room, lounge and to decorate the foyer. Balloon arches and balloon supports create a similar look.



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Small inflatables such as children's bouncy castles, ball pits and small slides are allowed in the main hall as long as they are anchored to mats, and no damage is caused to the floor.

Our Facilities

Main Hall – The main hall is 15m by 10.5m with a beech dance floor, stage, theatre lighting and PA System. The stage has a small proscenium arch with electronically controlled curtains, with access to the stage either side by permanent stairs, or the front of the stage by mobile stairs. The theatre lighting for productions and special events is controlled from the rear of the hall. The PA System includes a high-quality music system with CD, USB, tape deck, and two hand held microphones.

Due to the beech dancefloor, we ask that no high heels smaller than a 5p piece are worn into the main hall, or steelcap or tap shoes are used on the hall floor. Additionally, we ask that any spillages of water, soft drinks or alcohol are cleared up immediately so as to not react with the floor treatments we use to maintain the dance floor. The key to the cleaning cupboard (which is inside the first door to the ladies toilets) can be found next to the first aid box in the kitchen.

The main hall has a sound limiter and electricity breaker – if any fire doors are opened, the electricity will be cut and will need resetting from the office. If you are not having music, you may like to have the hall doors open, however please let a member of staff know as our heating and cooling system will need to be switched off.

Meeting Room – The square meeting room is carpeted and can be hired completely empty, or with chairs and tables.



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Lounge – The lounge is a light, informal area with soft seating around the edges, and small round tables and chairs. It has direct access to the kitchen via the serving hatch. It also has a piano, and small portable sound system (see ‘hire charges’).

Kitchen – The kitchen measures 4m by 5m with serving hatches directly into the main hall and the lounge. The centre kitchen is available for use by all hirers, which means there may be times you will need to share, unless you have exclusive use of the centre. The kitchen is equipped with:

- Hot water heater (no need for kettles for hot drinks)
- Cups, saucers and tea plates for at least 70 people
- Double sink and drainer
- 10m stainless steel worktop space
- Small microwave
- Refrigerator
- Dishwasher

See ‘Hire Charges’ for more equipment available.

Foyer – The spacious foyer has some seating available, and access to each room. If you are hiring the centre exclusively, this is a good space to put welcome drinks and can also be decorated with helium balloons.

Accessible Facilities – The centre is accessible for all. We have male toilets, female toilets and a toilet for all. The disabled toilet has adaptable bars that can be lifted as needed. We also have a pull-down baby change mat. The main hall and meeting room both have hearing loops. The main hall has adaptable lighting. The centre



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is fully wheelchair accessible, apart from the stage which has two steps up with a bannister one side.

Tables and chairs – Each room can be set up with the tables and chairs you require – a member of staff will show you where to find them. Each room must be left as it was found. There is a choice of 3ft, 4ft, 5ft or 6ft tables available for the meeting room and main hall, the lounge has small round tables and two square tables already in it.

Hireable Equipment	Price (total for length of booking per day)
Flip chart/Projection screen/White board	£5
Digital projector	£15
Six burner hob and gas oven	£15
90 place patterned dinner service	£25
Fully stocked bar with bar staff	£20 Per Hour
Piano – must be used by someone who can play	£10
Portable Sound System	£10
Main hall Sound System	£15
Theatre lighting – must be used by someone with knowledge of theatre lighting systems	£15
Teas/Coffees	Price on Enquiry



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After your hire period

We ask that you leave the centre as you found it, ready for the next user, in a clean and tidy condition. Please ensure all rubbish is removed, spillages are cleaned, the floor is swept and chairs and clean tables are returned to where you found them.

Any additional cleaning that is needed after your hire period will be charged against your damage deposit at a cost of £35 per hour.

The cleaner's cupboard is situated in the ladies toilet lobby. The key is kept on top of the first aid box in the kitchen.

Please remember that the premises must be vacated completely by no later than 23.30 (11.30pm).



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Hire Costs from 1st September 2019 – 31st August 2022

Room	Up until 6pm (per hour)	6pm onwards (per hour)	Special Hire
Meeting Room	£16	£17	
Lounge	£16	£17	
Hall	£17	£18	Pre-6pm a 3 hour minimum weekend booking £60 Post-6pm a 4 hour minimum weekend booking £200
Bar	£20	£20	
Exclusive Saturday or Sunday Use of Centre from 9am-11.30pm			£600