

# Millpool Centre Facilities & Hire Charges

## The facilities:

The building is arranged over 2 floors with two rooms that can be hired separately or as the whole building.

**The ground floor room** is 7m wide by 11m long and can seat from 5 to 70 people with a range of seating and table styles from relaxed to formal.

This room has a quality internet provision, printing & copying facilities, a small kitchenette for tea and coffee making and good access to the street. The room also has a large TV screen with HDMI connection, the option of an interactive white board or a projector screen. We can also provide a number of laptops if required. There is a disabled access toilet facility on this floor.

**The 1<sup>st</sup> floor room** is 7.5m/8m wide & 11m long and can accommodate up to 100 people seated, around 70 for weddings or parties seated. There is access to this floor via a lift or stairs, a disabled access toilet as well as 2 other toilets. There is access via double doors on to a balcony that runs the length of the building

This room has a TV screen at each end which can be used via a HDMI connection and have USB facilities. There is also a range of lighting and a music system.

This floor has a well provisioned kitchen, there is a microwave, double oven, hob and grill, fridges, hot water boiler and dish washer. It is also equipped with cutlery, full dinner service, cups and saucers, and glasses as well as some cooking pots and pans. There is also a bar area equipped with an ice machine, fridges and glass washer.

**It is the Centre's policy for hirers to make sure the building is as clean and tidy as when they arrive, also taking any rubbish and food waste away with them.**

Any arrangements for equipment and tech should be done in advance with Centre management. Hirers should allow plenty of time in their booking schedule for setting up and cleaning of the Centre.

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## Charges & Hire Rates:

<b>Private/Commercial Hire Charges</b>			
	PER HOUR	PER SESSION 4/5hrs	WHOLE DAY
<b>PER ROOM</b>	£25.00	£85.00	£150.00
<b>WHOLE BUILDING</b>	£40.00	£150.00	£250.00
<b>KITCHEN CHARGE PER USE: WITHOUT COOKING FACILITIES</b>			<b>£25.00</b>
<b>KITCHEN CHARGE PER USE: WITH FULL COOKING FACILITIES</b>			<b>£50.00</b>
<b>SECURITY DEPOSIT FOR WEDDINGS AND PARTIES WITH BAR</b>			<b>£150.00</b>
<b>CLEANING CHARGE/BY ARRANGEMENT</b>			<b>£40.00</b>
<b>BAR (full bar operated by MPC)</b>			<b>£25.00</b>
<b>USE OF TECHNICAL EQUIPMENT BY ARRANGEMENT</b>		<b>FROM</b>	<b>£ 5.00</b>
<b>HIRE OF TABLE CLOTHS / PER CLOTH LARGE TABLES</b>			<b>£ 5.00</b>

Sessions: morning, afternoon or evening 4.5 hours (approx.)

<b>Community Hire Charges</b>			
	PER HOUR	PER SESSION 4/5hrs	WHOLE DAY
<b>PER ROOM</b>	£12.00	£40.00	£70.00
<b>WHOLE BUILDING</b>	£24.00	£70.00	£120.00
<b>KITCHEN CHARGE PER USE: WITHOUT COOKING FACILITIES</b>			<b>£16.00</b>
<b>KITCHEN CHARGE PER USE: WITH FULL COOKING FACILITIES</b>			<b>£25.00</b>
<b>CLEANING CHARGE/BY ARRANGEMENT</b>			<b>£40.00</b>
<b>BAR (Full bar operated by MPC)</b>			<b>£25.00</b>
<b>USE OF TECHNICAL EQUIPMENT BY ARRANGEMENT</b>		<b>FROM</b>	<b>£ 5.00</b>

## Charges for Corporate Events on Application