



# Uckfield Civic Centre

[www.uckfieldciviccentre.com](http://www.uckfieldciviccentre.com)

Uckfield  
East Sussex  
TN22 1AE

**VENUE HIRE CHARGES** from 1st April 2011

**Bookings Line - 01825 747790**

**Email - [admin@uckfieldtc.gov.uk](mailto:admin@uckfieldtc.gov.uk)**



Room

Non  
Commercial

Commercial

## Uckfield Civic Centre

Room hire charges per hour, plus VAT

Weald Hall	£19.20	£45.45
Ashdown Room	£9.70	£16.50
Green Room	£8.40	£16.00
Oakleaf Room	£7.85	£13.65
Martlet Room	£7.85	£13.65
Council Chambers	£10.75	£22.85
Mayor's Parlour	£6.85	£12.95

## Foresters Hall

Room hire charges per hour

Main Hall - adult group	£8.15	£17.60
Main Hall - voluntary youth groups	£3.90	-
Chapel meeting room - adult charge	£4.50	-
Chapel meeting room - youth group charge	£2.90	-

## Audio Visual Equipment, etc + VAT

<u>Weald Hall only</u>	
Full Stage	£19.00
2/3 stage	£9.50
Stage lights (1st night)	£18.00
Stage lights (subsequent nights)	£12.00
Piano	£12.00
PA System	£11.00
Standard mic	£3.00
Radio mic	£9.00
Lapel mic	£9.00
Wheelchair lift (to stage)	FREE
Induction Loop (requires PA)	FREE
<u>In ALL rooms - Civic Centre and The Hub</u>	
TV Video	£6.50
OHP	£6.50
Flip chart (no pens)	£4.50
Powerpoint projector	£15.00
NoBo Boards (velcro fastenings)	£2.50
Lectern	£10.00

### Foresters Hall

Please note: You will need to collect a key to the Hall prior to your event. If you have made a booking for a Saturday or Sunday, please call into the Council Offices on the Friday to collect a key. You will be asked to return the key on the Monday morning.

Please note that bookings cannot be taken for a Friday or Sunday evening due to services in the Chapel. Foresters Hall is not suitable for adult parties or discos.

### Layouts

The capacity (fire limit) for each room depends on the layout required. Please ask our staff for guidance when making your room booking.

Our caretakers will set the room out as per your instructions before you arrive. Please ensure you specify your layout on the form provided with the booking form prior to your event.

### Catering

All alcohol and food consumed must be purchased on the premises, unless otherwise authorised in writing in advance.

A full in-house catering service is provided by Luxfords Restaurant. Menus and a booking form will be sent to you with your booking form.

To discuss your catering requirements, please call 01825 761659

## Parties at the Civic Centre

All parties will be considered on merit, and may be subject to additional terms and conditions including:

- a responsible person to be named and who undertakes to remain sober throughout the event, to act as a liaison with Council staff in the event of an incident or emergency.
- an ID system to be specified to prevent under 18s from buying alcohol at the bar.
- assurances will be sought that alcohol must not be bought and then given to under 18s.
- A £100 deposit to be paid up front to cover any damage that may occur.
- Adequate qualified door supervisors are available for the duration of the event.
- Two weeks prior to the event, a meeting with the customer will be arranged to finalise all arrangements for the event, including health and safety arrangements, numbers for catering and systems to prevent alcohol being sold to under 18s.



## SPORTS PAVILIONS

Hire charges per hour + VAT	Commercial	Non Commercial
Victoria or West Park Pavilion	£7.70	£5.50

### GROUNDS CHARGES - SEASONAL PER TEAM

<u>Football</u>	Senior	Junior
Victoria	£643	£278
New Barn Farm	£546	£278
West Park	£546	£278
Harlands	£352	£182

*Ladies/Veterans/Youth teams charged 50% fee*

<u>Cricket</u>	Senior	Junior
Victoria (grass wicket)	£910	--
Victoria (artificial wicket)	£546	£278
Ridgewood	£352	£230

*One-off games charged at 15% of senior charge + VAT*

<u>Stoolball</u>	Per team	
Victoria & West Park	£182	
Ridgewood & Harlands	£146	
Tournaments	£61	

*All charges include use of tea rooms which may be shared*

<u>Netball/Volleyball/Basketball</u>	Senior	Junior
Per season	£127	£66
One-off games, per court/hour	£19 + VAT	£10 + VAT

## Luxfords Field

Casual hire charges for locally based organisations is £50 per day.

Other commercial organisations will be considered on application to the Town Clerk.

A returnable deposit of £750 will be required.

An electricity supply can be used for which you will be charged by the Council.

## Allotments

The Annual Cost of an allotment plot from 1st October 2011 will be £2.00 per 15sq metre, plus additional water charge



### Uckfield Town Council

Uckfield Civic Centre  
Uckfield, East Sussex  
TN22 1AE

Tel: 01825 762774

Fax: 01825 765757

[www.uckfieldtc.gov.uk](http://www.uckfieldtc.gov.uk)

## **Making a Booking**

To check availability of rooms and dates for the Civic Centre, please telephone 01825 747790.

To assist our staff, please have the following information available:

- Date(s) required
- No. of people attending
- Start and end times for your event

Staff will then be able to advise you of available rooms and will make every effort to accommodate your event.

If a room is available for your preferred date and time, additional details will be needed to make your provisional booking:

- Your name
- Company/Organisation
- The billing address
- Contact telephone nos.
- brief details of the event.

You will then be sent, by post, a 3-part booking form, a catering form, additional equipment form and layout form. You should check and complete the forms and return them to the Council Offices, where your booking will be confirmed.

You will be sent a confirmation of your booking by return of post.

An invoice for the hire charge payable will be sent to you at least 28 days prior to your booking and should be paid within 14 days.

If you are making a booking at relatively short notice, our staff may fax the forms to you for completion and return by fax.

## **Prior to your event**

If you haven't already done so, please ensure that you have confirmed numbers attending and the layout for your event at least 2 days before.

If you require catering, you must advise Luxfords Restaurant of your order at least a week before your event.

If you have any queries or would like to discuss specific requirements for your event, please telephone 01825 747790 and make an appointment to see a member of staff.

## **Cancellations**

Please remember that if you cancel your event within 14 days of the date of the event the full hire charge will be payable.

## **Access for Disabled People**

The Civic Centre is fully accessible for disabled people, with designated parking spaces at the rear of the building. If you have any specific access requirements, please contact 01825 747790.

If you require any information in an alternative format, please contact 01825 747790.

## **Layout**

The room will have been set out to the specification you indicated on the booking forms. If this is incorrect or you require alterations, please contact a caretaker or the Council Offices immediately. The chairs and tables are heavy and you should not attempt to move them.

## **Additional Equipment**

If you require additional audio visual equipment on the day, or have difficulties with operating any equipment, please contact a caretaker or the Council Offices for assistance.

## **Catering**

If you require additional catering or have any queries regarding your catering order, please contact the Restaurant direct.

## **Housekeeping**

Maps of the building and housekeeping notices are provided in each room. If you require further information, please contact the Council Offices or, out of normal office hours, a caretaker.

## **EMERGENCY PROCEDURES**

Fire evacuation and emergency procedure notices are provided in all rooms.

Please ensure that all of your delegates/guests are aware of the emergency evacuation procedures.

In the event of a fire, please evacuate to Luxfords Field car park and take a roll call of your delegates/guests. You must report immediately to the Fire Officer in charge should anyone from your party be missing or requires assistance.

If you require additional information about the evacuation procedures, please contact the Council Offices or phone 01825 747790.