

Burghclere Down Community Centre

Located at the edge of Andover on the popular Burghclere Down housing estate, Burghclere Down Community Centre is available to rent for both public and private functions.



CENTRE FACILITIES

- ❖ Main hall ideal for parties and family events for all ages, meetings, craft fairs, exercise or dance classes
- ❖ Meeting room equipped with projector and pull-down screen, ideal for meetings, presentations or training
- ❖ Sound system and microphones with Bluetooth connection
- ❖ Patio with canopy and fenced grass area
- ❖ Fully equipped industrial kitchen with fridge and freezer
- ❖ Ample car parking
- ❖ Disabled facilities
- ❖ Free Wi-Fi

The Main Hall measures 15.8m x 9m with a ceiling height of 3.5m (note there are two ceiling fans that hang lower than this). It has a maximum capacity of 100 seated or 200 standing. The Meeting Room measures 5.5m x 4.3m with a maximum capacity of 30 seated or 50 standing.

There are 80 folding chairs, 16 stackable padded chairs, 10 round tables (1.5m diameter) and 22 rectangular tables (152x76cm). Additionally, we have 8 children's tables (91x61cm) and 30 children's stacking chairs.

HOW TO BOOK

Booking requests can be made online at www.burghcleredown.org.uk, or using the Booking Form at the end of this document if online booking is not accessible to you. By placing a booking you agree to the Terms and Conditions of Hire as outlined below.

BOOKING FEES

Booking type	Community activities, parties and business hire	Registered charity
One-off hire	£15/hour	£12/hour
Regular hire	£13.60/hour	£12/hour

Unless otherwise stated, the use of all equipment and facilities is included in the booking fee. Additionally, all one-off bookings require the payment of a refundable £50 damage deposit. Please note, charities must be registered with the Charity Commission and provide their charity number upon booking to receive the charity discount. Regular hire shall be defined as a set of consecutive daily, weekly, or monthly hires that commence and conclude at the same times for a minimum period of 3 months. Prices are subject to change, and will be reviewed annually on 1st April.

IMAGES



Left to right: Main hall, meeting room and patio/garden area.

CONTACT DETAILS

Burghclere Down Community Centre,
Berry Way
Andover
Hampshire
SP10 3RZ

Website: www.burghcleredown.org.uk
Email: bdcommunitycentre@hotmail.com
Tel: 01264 723904 (answer phone service)
Emergency mobile: 07874 932 569

The Centre is run by BURGHCLERE DOWN COMMUNITY ASSOCIATION, registered charity no. 1102751

Hirer Leaving Checklist

As per the Terms and Conditions of Hire above, the hirer's £50 deposit will be returned subject to leaving the Centre secure, clean and tidy. The Committee ask that the hirer completes the following checklist at the end of the hire period:

- ☐ Wipe down and then pack tables and chairs away into the store-room as they were found.
- ☐ Ensure that all furniture and fittings are returned to their original positions.
- ☐ Wipe/mop any spills on the Main Hall floor (you can find cleaning equipment in the cleaning cupboard).
- ☐ Sweep the Main Hall floor.
- ☐ Vacuum the entryway carpet.
- ☐ Empty the dishwasher and/or wash, dry and put away in the correct place any cutlery, crockery and pans that have been used.
- ☐ Wipe down kitchen surfaces and empty the sink traps into the bin.
- ☐ Turn off the hot water urn at the wall and ensure the oven and hob are turned off.
- ☐ Take any leftover food from the fridge and freezer with you.
- ☐ Pick up any loose rubbish.
- ☐ Flush all toilets and turn off taps.
- ☐ Empty the kitchen bin, placing the rubbish bag in the general waste Biffa bin outside (you can find replacement bin bags in the cleaning cupboard).
- ☐ Place any cardboard, paper, can or plastic bottle recycling in the dry mixed recycling Biffa bin outside. Please take glass and other recycling home with you.
- ☐ Note any breakages, accidents or repairs in the relevant log books in the entryway.
- ☐ Close all windows and internal doors, including the kitchen hatches.
- ☐ Check the fire exit doors at the rear of the hall are secure.
- ☐ Turn off all lights.
- ☐ Sign out of the Visitors log
- ☐ Close front door behind you and ensure that the magnetic lock has engaged.

Booking Form

HIRER'S CONTACT DETAILS

Name:
Organisation/Group:
Charity number (If applicable):
Address:
Post code:
Contact number:
Email:

£50 DAMAGE DEPOSIT REFUND DETAILS (standard/charity hire only)

Name on the account:	
Bank account number:	Sort code:

EVENT DETAILS

Name/type of event:		
Dates requested (Date, month and year):	*	
*	*	
*	*	
Hire time from:	Time to:	
<i>Hall hire fees (exclusive use of all facilities including main hall, meeting room and kitchen)</i> <ul style="list-style-type: none">• Standard hire (parties, meeting and functions) - £15/hour• Registered charities – discounted rate of £12/hour• Regular hirers – discounted rate of £13.60/hour		
Hire rate per hour:	Total number of hours hire:	Total hire fee:

PAYMENT DETAILS

Payments for the total hire fee and £50 damage deposit (if applicable) must be made within 7 days of receiving your booking confirmation. Please pay via bank transfer to: Burghclere Down Community Association Account no: 45518467 Sort code: 60-01-17
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DECLARATION

<i>I, the hirer, have read and agree to the Terms and Conditions of Hire. I understand this form will be held by the Burghclere Down Community Association in a secure environment for a period of up to one year from the date given below.</i>	
Signed:	Date:

Burghclere Down Community Centre, Berry Way, Andover, Hampshire, SP10 3RZ
www.burghcleredown.org.uk | bdcommunitycentre@hotmail.com | 01264 723904
The Centre is run by Burghclere Down Community Association, charity number 1102751