



at the heart of the community

LEIGH COMMUNITY CENTRE BOOKING GUIDE

General Information

- All bookings enquiries should be sent to bookings@leighonsecouncil.gov.uk
- Please include the date, time, activity and room you are interested in booking. Please also quote expected number of attendees when making a booking enquiry.
- Quoted room capacities should only be used as a guide and are dependent on layout
- All bookings should include time before and after the planned session/event for set up and break down.
- Rooms will require at least one hour between bookings to be cleaned and reset for the next hirer. Please bare this in mind when making booking enquiries.
- Weekend bookings need to be a minimum of 3 hours if there are no other bookings in the building.
- We try to reply to all enquiries in a timely manner, but please allow at least 24 hours for a response, especially when emailing outside of office hours.
- Cancelled bookings will only be refunded with one full weeks' notice in writing (email accepted).

Payments

- Please ensure all bookings are paid for in advance.
- Bookings can be paid via card or bank transfer only.
- The requested damage deposit for large events is separate from your invoice.

Food and Drink

- If you require the private use of the café or bar for your booking, please also contact Neil at lornaandlotties@gmail.com to confirm their availability.
- A minimum spend of £100 is required to have the bar open for a private function.
- Alcohol is only available from our on-site bar; no other alcohol can be brought into the centre.
- Catering options are available from the café and can be served in any room of the centre.
- Only cold food (buffets etc.) can be brought into the centre, we can not store food or heat anything up.

Parties and Celebrations

- Bouncy castles are only permitted in the Donald Fraser Hall
- We do not allow birthday parties for ages 11 – 21.
- Large events such as parties require a damage deposit of £100. This is to be made via a cheque payable to Leigh-on-Sea Town Council (or cash if cheque is unavailable). This money is not banked it is kept in our safe until after the event, where it will be returned or shredded. If any damages occur the deposit will be surrendered.