



HIRING CHARGES

KPCC has three spaces for hire

- Main Hall (capacity 60-100)
- Community Room (15-20)
- Meeting Room (8-12)

**Please note that capacity is currently reduced to meet safety requirements.
 Main Hall – max 30. Community Room – max 10.
 Courtyard – max 20. Meeting Room – not available.**

Capacity of all rooms depends on layout and use. The kitchen is available for shared use.

Please note that Centre users may NOT park on Kennington Park Estate.

A refundable deposit of £100 is required for all bookings for social event and private functions. This deposit will be refunded within seven days of the booking subject to Management’s satisfaction that all the Conditions of Hire have been met. There is an additional charge of £50 for the erection/use of equipment in the Courtyard during social events; and of £25 for the erection of inflatables in the Hall.

Category 3 discounts are only available to Kennington Park Estate residents. The booking must be in the name of the resident, who will be responsible for payment and meeting all our conditions. They must be present at all times during the function. Proof of residency may be required.

The Centre has a range of audio/visual equipment available for the use of hirers who request it in advance. A charge of £25 may be levied for use of the PA system, projector, or TV screen for social events, private or business functions. Any damage to the equipment is the responsibility of the hirer. Storage space is limited. Where it is agreed there will normally be a charge of £20 per week for larger spaces, £40 per month for smaller cupboards.

The Hirer must always leave the premises and surrounds at the agreed time, which will be no later than 10pm, and in a clean, tidy and secure condition. **Please note that alcohol is not permitted on the premises at any time.**

OPENING HOURS - Monday to Sunday, 9am to 10pm.
OFF PEAK hours are 9am to 5pm, Monday to Friday.
All other times, including all weekend hours, are PEAK.

Categories of Hirers

- | | |
|---|--------------------------------|
| 1. Local/Community Organisation/Charity/SME | 3. Social event - KPE resident |
| 2. Private Function/Social Event | 4. Business/Other Organisation |

	Category 1 Community Org		Category 2 Social event (non-resident)		Category 3 Social event KPE resident		Category 4 Business
	Peak	Off Peak	Peak	Off Peak	Peak	Off Peak	Any time
Main Hall + kitchen	30	25	50	40	25	15	75
Meeting Room (Community or Small)	20	15	30	25	15	10	50
Whole Centre	60	50	100	80	50	35	150

ALL RATES ARE HOURLY
Any variation to these charges is at the discretion of Management.