



Oxley Park Community Centre,
Redgrave Drive, Oxley Park MK4 4TA
Tel: 01908 524482

HIRING A ROOM AT OXLEY PARK COMMUNITY CENTRE

Oxley Park Community Centre is a multi-purpose building, situated within the local area of Oxley Park. It aims to provide a high quality community provision, with a varied range of services. The centre also provides a space for Little Owls Sure Start Children's Centre.

A management committee has been established to make decisions about the running of the community centre. There is diverse membership on the committee to ensure that the wider community needs are addressed. Committee members include local residents, parish representatives, centre users and other individuals and organisations that have a keen interest in community development. Overall management of the centre is the responsibility of the Children's Centre Coordinator.

For information about becoming a committee member, please contact the Children's Centre Coordinator.

We have a variety of rooms available for group hire and also for private party hire, or meetings.

TO HIRE A ROOM:

- Select the space you need from the list below
- Complete a Booking Form (available from the Centre)
- Read the terms and conditions of hire and sign to show that you have read through them and agree to abide by them
- Pay all fees and deposits before the event

Hire Rates for Children's Parties = £50 (100 sq m available)

(3 hour period to include set up and clear up)

Time slot = 11 – 2pm or 3 -6pm

1/. Large Community Hall: (60 sq m)

Charges:

£20 per hour for Private Hirers

£10 per hour for Private Hirers that have a strong community interest

£8 per hour for Voluntary Run Groups

2/. Small Community Hall (40 sq m)

Charges:

£14 per hour for Private Hirers

£7 per hour for Private Hirers that have a strong community interest

£6 per hour for Voluntary Run Groups

3/. Combined Hall (100 sq m)

Charges:

£30 per hour for Private Hirers

£15 per hour for Private Hirers that have a strong community interest

£12 per hour for Voluntary Run Groups

4/. Meeting Room (9.79 sq m)

Charges:

£7 per hour for Private Hirers

£5 per hour Private Hirers that have a strong community interest

£4 for Voluntary Run Groups

Tables and chairs are available and are included in the hire prices.

Extra Information

We have 8 long rectangular tables and 8 large round tables. Each seat 6 comfortable and can seat up to 8.

Rectangular tables = 75cm x 182cm (2.5 ft x 6 ft)

Round tables = 150cm in diameter (5 ft)

We have a board that advertises children's entertainers, bouncy castles, etc. You may like to pop in for some information to enhance your child's party.

For children's parties for under five year olds we may be able to offer you a small selection of age/development appropriate toys from the Sure Start Children's Centre. This will be at management discretion and we may ask for a donation to the Sure Start Centre.

The Management Committee will try to accommodate your booking request; however this may not always be possible.

A deposit of £100 cash is required to secure block bookings and family/private parties.

A deposit of £50 is required to secure children's parties, where numbers do not exceed 20/30 and party duration is 2/3 hours (exc set up and clear up time). A children's party is where attendees are mainly children with a few "helping" adults present. For example, a christening or 1st/2nd birthday party with both children and adults present would be considered a private family function, not a children's party. For these occasions the higher price would apply.

For more information please contact:

The Booking Clerk at Oxley Park Community Centre

Tel: 01908 524482

E-mail: jane.webb@milton-keynes.gov.uk

E-mail: georgie.menzies@hotmail.co.uk