



Shenley Church End Parish Council  
Medbourne Pavilion and Oxley Park Community Centre  
Information and Booking Procedure  
Single Hire

### Medbourne Pavilion

Medbourne Pavilion has a community hall, a sports hall and a meeting room available for hire. For Functions/Parties the community hall and sports hall are hired out together to give a larger combined space. There is also an outside gated area to the rear of the building which forms part of the hire with the community hall.

The sports fields are not available for hire and **DO NOT** form part of any building hire.

### Oxley Park Community Centre

Oxley Park Community Centre has two community halls and a meeting room available for hire. For Functions/Parties the two community halls are hired out together to give a larger combined space.

### Maximum Capacity Levels

Medbourne Pavilion	120 people which includes all attendees and catering/event staff.
Oxley Park Community Centre	70 people which includes all attendees and catering/event staff.

Maximum capacity refers to the total number of people that can be within the building. This is based on one hirer hiring the whole building and is dependent on the space needed for the activity taking place. It should also be noted that external factors that are present at the time of hire may place additional restrictions on attendance numbers.

Capacity levels for the individual hiring areas will be discussed if appropriate.

### Single Bookings

We welcome enquiries for single **INDOOR** bookings at both buildings, during weekends and school holiday periods. **Advance booking is recommended as demand is high.** Terms and conditions of hire apply details of which will be provided if there is an opportunity for your hire to go ahead.

To enquire about space available for single hire, please contact us using the details below:

Email: [bookmedbourne@shenleychurchend-pc.co.uk](mailto:bookmedbourne@shenleychurchend-pc.co.uk)  
[bookoxley@shenleychurchend-pc.co.uk](mailto:bookoxley@shenleychurchend-pc.co.uk)

Or ring: 01908 502808 - Option 1  
Or ring: 01908 502808 - Option 2

### Booking Procedure for Single Hire:

- Ring or email to check availability.
- If your preferred time and space is available, details will be added into the diary as a provisional booking and viewing of the halls and facilities can be arranged.
- Provisionally reserved dates will be held for 7 days only.
- Hirers will be asked to formalise their booking by completing and returning a booking form via email and signing to accept the terms and conditions of hire.
- A “returnable” deposit will be requested after completion of the booking form. The deposit must be paid to Shenley Church End Parish Council (SCEPC) via bank transfer, within 7 days of the request by SCEPC staff. Bookings are not confirmed until this process is complete.

The current deposit rates are shown below:

#### **Oxley Park**

£50 deposit for children’s party bookings up to **a maximum of 5 hours** and latest finishing time of 9pm

£150 deposit for all bookings up to **a maximum of 7 hours**

£250 deposit for all bookings over 7 hours

#### **Medbourne Pavilion**

£50 deposit for children’s party bookings up to **a maximum of 5 hours** and latest finishing time of 9pm

£250 deposit for all bookings up to **a maximum of 7 hours**

£350 deposit for all bookings over 7 hours

£500 for all day bookings

**Number of hours refer to the total hire time which must include time for setting up and clearing away.**

- The “returnable” deposit is payable in addition to the hire charges. It is a holding deposit to reserve your space, and a commitment from you as “Named Hirer” to adhere to the Terms and Conditions of Hire. The deposit is returnable via bank transfer within 14 days of the event taking place unless terms and conditions of hire are breached.
- An invoice for hall hire charges will be emailed approximately six weeks in advance of the event date and is payable via bank transfer by the date indicated on the invoice. Failure to pay by the indicated date will result in your booking being cancelled and your **FULL** deposit being withheld.
- Hall hire charges are reviewed at the beginning of each financial year. The Parish Council’s financial year runs from 1 April to 31 March and the hall hire charge applied to your booking will be the charging amount in place at the date of your hire.
- Setting up and tidying away time must be booked, and both are chargeable at the hourly hall hire rate.
- A few days prior to your hiring date you will be emailed a reminder of the terms and conditions of hire along with the emergency evacuation procedures and a checklist of “Dos and Don’ts” for on the day
- A “Meet and Greeter” will welcome you at the Pavilion/Community Centre at the agreed start time of your hire period. The “Meet and Greeter” will go through the checklist including health and safety, emergency contacts and procedures. They will also show you where everything is and what areas and facilities relate to your hire.
- You will be given an emergency contact number in case you need to contact someone during your hire period.
- If attendance capacity numbers are exceeded, SCEPC reserve the right to cancel the event immediately.