



Shenley Church End Parish Council

Parish Clerk: Mrs J Munn

The Cartshed, 19a Shenley Road, Shenley Church End,

Milton Keynes, MK5 6AB

Tel: 01908 502808

Email: clerk@shenleychurchend-pc.co.uk

www.shenleychurchend-pc.co.uk

Community Facilities

(Owned and managed by Shenley Church End Parish Council)

Email: bookings@medbournepavilion.co.uk Or ring: 01908 521752
bookings@oxleyparkcommunitycentre.co.uk Or ring: 01908 524482
www.shenleychurchendparishcouncil.co.uk

Medbourne Pavilion (MP) has a community hall, a sports hall and a meeting room available for hire. There is also outdoor space hired out to Tattenhoe Youth Football Club and also available for informal community use.

Oxley Park Community Centre (OPCC) has two community halls and a meeting room available for hire.

Maximum capacity levels for private functions are 120 attendees for MP and 70 attendees for OPCC.

Maximum capacity is dependent on safe space required relevant to 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.

Equal Opportunities, Safeguarding Children and Health and Safety:

An inclusive and safe environment is created and fostered throughout all that we do. Shenley Church End Parish Council take their responsibilities seriously and as such are committed to adhering to related policies, procedures and responsibilities.

Regular/Block Bookings: To enquire about space available for regular hire (Block Bookings) Please make contact using the contact details listed above.

(Terms and conditions of hire apply, ask for details).

Single Bookings: Space for single ("one off") events can be booked, subject to availability. These events can take place during weekends and school holiday periods. This is to encourage space to be enjoyed for activities such as family functions, children's parties, other celebrations and community events.

Advance booking is recommended as demand is high.

Please contact using the contact details above.

(Terms and conditions of hire apply, ask for details).

Data Protection Policy and Hirers' Privacy Notice is in place.

Visit Shenley Church End Parish Council Website for details.

Booking Procedure for Single Hire (“one off” bookings):

- Ring or email to check availability.
- If your preferred time and space is available, details will be pencilled into the diary and viewing of the halls and facilities can be arranged prior to booking confirmation
- Hirers will be asked to formalise their booking by completing and returning a booking form, and signing in acceptance of the terms and conditions of hire.
- A “returnable” deposit will be requested on completion of the booking form. The deposit must be paid to Shenley Church End Parish Council (SCEPC) via bank transfer, within the time limit set by SCEPC. Bookings are not confirmed until this process is complete
- 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 respect and adhere to the Terms and Conditions of Hire. The deposit is returnable via bank transfer within two weeks after the event has taken place, unless terms and conditions of hire are breached
- An invoice for hall hire charges will be emailed approximately a month in advance of the event. The invoice **MUST** be paid via bank transfer by the due date requested
- A few days prior to your event 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 and 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 capacity numbers are exceeded the SCEPC will cancel the event immediately

IT IS IMPORTANT THAT YOU ALLOCATE ENOUGH TIME WITHIN YOUR BOOKED HIRE PERIOD FOR SET UP AND CLEAR UP AND TO VACATE THE PREMISES BUILDING. COSTS WILL BE INCURRED FOR ALL LATE EXITS.