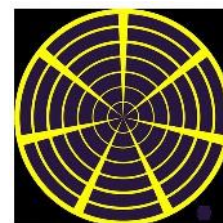


Lewes Subud Centre



Lewes Subud Centre • 26a Station Street, Lewes BN7 2DB • 01273 359 370
office@lewessubudcentre.co.uk

Room and Building Hire Charges 19 April 2022

LOWER HALL

Hourly Charge

Weekdays

£15.00

Weekends

£18.00

Daily Charge

Weekdays 9.00am – 5.00pm inclusive

£110.00

Weekends 9.00am – 5.00pm inclusive

£130.00

UPPER HALL

Hourly Charge

Weekdays

£13.00

Weekends

£15.00

Daily Charge

Weekdays 9.00am – 5.00pm inclusive

£90.00

Weekends 9.00am – 5.00pm inclusive

£110.00

MEETING ROOM

Hourly Charge

Weekdays, evenings and weekends

£11.00

Daily Charge

£75.00

WHOLE BUILDING

Hourly Charge

Weekdays

£26.00

Functions 6.00pm – midnight (weekends)

£235.00

Daily Charge

Weekends 9.00am – 5.00pm inclusive

£275.00

KITCHEN*

£6.00

*Preparing, reheating or serving food and drink, either for group participants or for sale. Light refreshments such as tea, coffee and biscuits do not require kitchen hire

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Conditions of Use and Hire

1. Venue

- a) In all correspondence, advertising, and publicity, users must refer to the venue as the Lewes Subud Centre, 26a Station Street, Lewes, East Sussex BN7 2DB.
- b) The Lewes Subud Centre is a No Smoking venue.
- c) The Lewes Subud Centre has a maximum overall capacity of 120 persons at any one time; the lower hall has a capacity of 60 persons at any one time.
- d) Access to the Lewes Subud Centre is via the pathway; it should be noted that the driveway is the property of the White Hart Hotel.
- e) No burning of any substances is permitted at the premises included such items as incense, candles, oil burners etc.

2. Regulations

- a) All users are bound by the regulations governing the use of the accommodation, which are deemed to be incorporated in these conditions.
- b) The Lewes Subud Centre may refuse any application to use the Centre's facilities.
- c) The Lewes Subud Centre does not have a liquor license and so alcohol cannot be sold at the Centre.

3. Booking Procedure and Payment of Charges

- a) Bookings can be made using the Booking Request Form. Any bookings made via telephone or in person must be confirmed in writing or by email.
- b) Provisional bookings must be confirmed at least 28 days prior to the date of hire.
- c) The Hire Agreement must be signed and returned before the first hiring of the Centre.
- d) Time booked must include any setting up and packing away time.
- e) Payment is due in advance.
- f) A returnable deposit of £300 is required for receptions, adult parties and any events where accidental damage is likely.
- g) Fees are reviewed annually. Where there is an increase in charges any booking that is for a date or dates later than the date on which the revised charges come into effect will be charged at the new rate.
- h) Continuous regular hirers can book up to one year in advance.
- i) Bookings taken at short notice, after the invoices for that month have been processed, will be invoiced in arrears for those times.
- j) In cases where a key is issued, there is a £20 returnable key deposit, payable separately to any billable charges.

All hirers for continuous regular bookings must renew their bookings by email or in writing to ensure availability of space. These will be treated on a first come first served basis and it is not the Lewes Subud Centre's responsibility to instigate reservations on behalf of any hirer.

4. Cancellation by the Hirer

For cancellations made prior to 28 days before the date of hire, any prepayment will be returned in full. Cancellations 28 - 15 days prior to the date of hire shall be charged a 30% cancellation fee. Notice of cancellation given within 14 days or less shall be charged at the full fee.

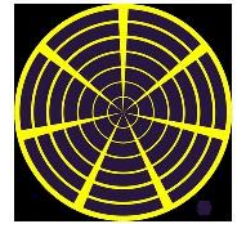
Cancellation Period

14 days or less
28 - 15 days
29 days or more
Optional Charge

Amount Due

Full amount
30% cancellation fee
No charge - any deposit or pre-payment is refunded
£20 Administration Charge

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Hire Agreement Page 1

Please complete as many fields as possible - thank you.

Name _____

Organisation _____

Activity or Therapy _____

Date and Time of Proposed Activity:

Day _____ Month _____ Year _____ Day _____ Month _____ Year _____

Day _____ Month _____ Year _____ Day _____ Month _____ Year _____

Day _____ Month _____ Year _____ Day _____ Month _____ Year _____

Day _____ Month _____ Year _____ Day _____ Month _____ Year _____

Day _____ Month _____ Year _____ Day _____ Month _____ Year _____

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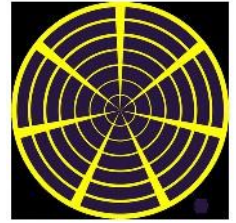
Day _____ Month _____ Year _____ Day _____ Month _____ Year _____

Day _____ Month _____ Year _____ Day _____ Month _____ Year _____

Day _____ Month _____ Year _____ Day _____ Month _____ Year _____

Day _____ Month _____ Year _____ Day _____ Month _____ Year _____

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Hire Agreement Page 2

Business Address _____

Phone _____ Mobile _____

Email _____

Web _____

I have read and accept the Conditions of Use and Hire for booking the Lewes Subud Centre. I understand that these conditions apply whenever I book space in the Centre.

Signed _____ Date _____

Notes

Please return to Lewes Centre Manager at the above address - thank you.