

Angel Community Centre Hire Information Pack

Here at Angel Community Centre, we are well equipped as a venue for conferences, meetings, community projects and private functions alike.

We have an industrial kitchen on the premises which can be hired as part of a package with our hall or on its own. We also have free Wi-Fi access throughout the building making us a great choice for your occasion.



Opening Hours - 8am – 11pm

Contact: Hire Team

020 8379 2619 | greentowers@enfield.gov.uk

Venue Hire Rates

These prices are valid until 31st March 2024 and are relevant to the dates of hire,
not the date of booking.

Please note all rooms are wheelchair accessible.

ROOM	Standing	Boardroom	Theatre	Cabaret	Horseshoe	COST per hour	COST per hour
						Mon-Fri	Sat-Sun
Conference Room	N/A	10	16	N/A	8	£20	£22
Small Hall	N/A	N/A	N/A	N/A	N/A	£24	£30
Large Hall (Conferencing)	140	22	135	88	18	£36	£38
Large Hall (Private Events)	140	22	135	88	18	£45	£75

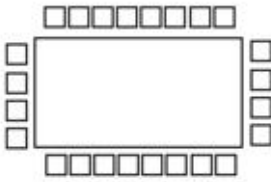
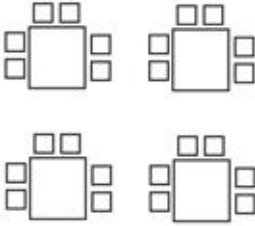
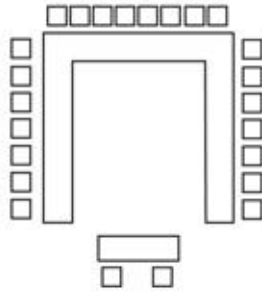
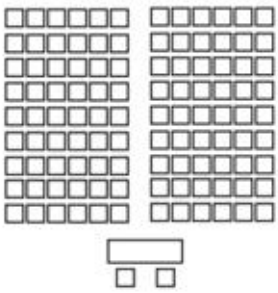
Private Event Packages

ROOM	Standing	Theatre	Cabaret	Cost
				Sat - Sun
Large Hall & Kitchen Package (Full day - 12 Hrs)	140	135	88	£950
Large Hall & Kitchen Package (Half day - 7 Hrs)	140	135	88	£650

Additional Services

FACILITY	COST
AV conference Package (Laptop, projector, screen & sound system)	£126 - (All Day - 12 Hrs) £76 - (Half Day - 7 Hrs)
Flip Chart Stand, Pads and Pens	£27 per set
Handheld Mic	£40 per mic
Photocopying (Black & White)	A4: 22p per page A3: 34p per page

Layouts

BOARDROOM	CABARET	HORSESHOE	THEATRE
<p>Square tables with chairs around the outside. This layout is suitable for smaller meetings and discussions.</p>	<p>Group of tables with chairs. This layout is suitable for a wide variety of events. Round and rectangular tables are available.</p>	<p>This layout is suitable for medium sized meetings and presentations. This layout can be with or without tables. Please specify on booking form.</p>	<p>Rows of chairs with no tables. This is suitable for conferences and awards events that's have large amounts of attendees.</p>
			



Refreshments

Please note VAT will be added except for LBE Customers

REFRESHMENT	COST
Tea / Coffee	£1.95 per head
Biscuits	98p per head
Still Mineral Water	£2.90 per 750ml bottle
Sparkling Mineral Water	£2.90 per 750ml bottle
Apple/Orange Juice	£2.95p per 1 litre

Angel Community Centre Catering

Our menus change with the seasons, so you will always be offered the freshest ingredients available. All our menus are charged per head, and VAT will be added except for LBE Customers.

MENU 1

A selection of seasonal sandwiches/wraps made on white and brown bread and fresh fruit skewers.

£8 per person

MENU 2

A selection of seasonal sandwiches/wraps made on white and brown bread, four finger foods with meat, fish and vegetarian options and fresh fruit skewers.

£11 per person

MENU 3

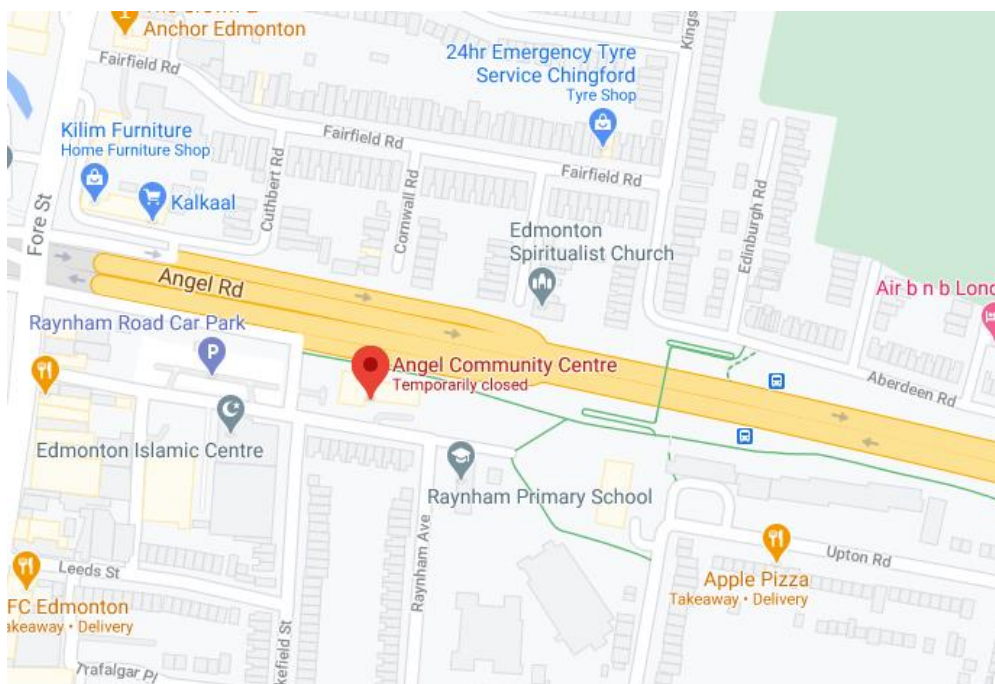
A selection of seasonal sandwiches/wraps made on white and brown bread, seven finger foods with meat, fish and vegetarian options and fresh fruit skewers.

£14 per person

NOTE:

- If Alcohol is being consumed during hire an additional charge of £60 will apply.
- If a booking is made within six weeks of hire, then full payment will be invoiced.
- A 50% hire payment will be invoiced at the time of the booking which will form the deposit. (Only applies to private events)
- Cancellation charges will apply if a booking is cancelled within 14 days of the event and the deposit will be retained.

General Information



By Bus: 34, 102, 149, 259, 279, 349, 444, 491 & 144

Parking: Customer parking available & additional residential parking nearby

Overground: Silver Street Nearest Overground

48 Raynham Rd, Edmonton, London N18 2JF
020 8379 2619
greentowers@enfield.gov.uk

Terms and Conditions

1. Please be aware that there are other users of Angel Community Centre, so it is the hirer's responsibility to ensure their property is safe and secure.
2. The Front of House of Angel Community Centre will be onsite to open before time of booking and after.
3. Any issues can be raised with the Front of House.
4. Access may not be permitted until the time of the booking.
5. The management may request payment of a non-refundable deposit of 50% of the value of the total booking to secure the booking.
6. If a booking is cancelled within 14 days of the date of hire full payment will be required.
7. Hirers are not permitted to sublet rooms.
8. The management require a minimum of 5 days notice of any changes to the booking.
9. The hirer must vacate the room at the end time shown on the booking form.
10. The room should be left clean and tidy at the end of the hire period, otherwise a cleaning surcharge may be payable by the hirer.
11. Any repairs required as a result damage to the premises and/or equipment caused by the hirer will be payable by the hirer.
12. The management cannot take responsibility for items left unattended.
13. The hirer is required to comply with all current health & safety regulations and policies of the premises, including fire evacuation procedures.
14. The hirer is required to know how many people are in attendance and provide a role call if necessary.
15. The hirer is not permitted to remove any item of furniture or equipment belonging Angel Community Centre from the site.
16. Payment for hire is required in advance of the hire period. Where the management agree for payment to be in arrears payment is required within 30 days of the date of invoice.
17. Late payment may result in the hirer being charged an administration fee of £25 plus 5% of the invoiced amount for each day that the payment is overdue.
18. No smoking is permitted in the venues at Angel Community Centre.
19. In the event of an emergency please exit Angel Community Centre and contact management via email greentowers@enfield.gov.uk or 0208 379 2619.
20. The management reserve the right to cancel any bookings without notice or reason.
21. The management reserve the right to alter the room you are allocated without notice.
22. Failure to abide by the venue's rules and policies may result in the immediate termination of the booking.
23. All cancellations and/or requests for changes to bookings must be made in writing to and received by centre staff and or greentowers@enfield.gov.uk box (E-mail). Verbal cancellations or notification of changes are not acceptable
24. The hirer, their party, any caterers or helpers must vacate the room and Centre at the end time shown on the booking form and room. Common areas (including car park) & kitchen, where used, should be left clean and tidy with all decorations removed by the hirer at the end of the hire period.

25. A surcharge may apply to groups overrunning their booking times and/or if cleaning not completed.
26. Any repairs required because of damage to the premises and/or Enfield equipment caused by the hirers party will be payable by the hirer. Any decorations or signage used must only be held up by blue tack. Glue, cellotape, nails and staples are not permitted & deemed as damage to the premises.
27. Open flames, gas cannisters, BBQs and lanterns are not permitted.
28. The management does not accept responsibility for loss or damage to any property belonging to the hirer or their party whilst at the Centre or and use of the venue is at the users own risk.
29. Sound/music levels at events must be kept to an appropriate level and doors and windows in the hall closed with the sound dampening curtains drawn. If 'sound limiter' light is activated volume must be immediately lowered or risk losing sound for the remainder of the event.
30. Children must always be supervised by a responsible adult whilst on-site.
31. Please note the public areas of the building and car park are Security monitored by CCTV 24hours a day and we will comply with Police requests to view footage and co-operate with the Authorities as and where required.
32. The hirer is not permitted to remove or alter any item belonging to the Centre from the site. Please ensure you have Centre Staff permission before moving any furniture between rooms.
33. Hire charges are reviewed yearly and any increases made to the rates are normally effective 1st April. A minimum of 14 days' notice of any changes to Hire charges will be given.