

## **Rosendale Allotments (RAA) Community Building in brief**

### **Our rates**

£20 per hour plus a £20 one year associate membership fee for any events not related to horticulture, health, education and the environment (to keep within the remit of the building's planning permission). Booking time-slot must include all the set up and clear up time you require.

### **Payment and cancellation fees**

Payment can be made either via BACS or cheque and must be made in full a minimum of one week prior to the booked event.

We will reimburse 50% of the booking fee for notice one month or more of cancellation, and 25% for less than a month.

Payment will act as confirmation of booking and the 'Hire agreement' will come in to effect which is sent out with the invoice.

### **Building induction**

We require that those responsible for the booking come for a building induction for the opening and closing of the building.

Visits to be arranged within the working hours of the Site officers which are between noon and 1pm (drop in) and between 1 and 2pm (by appointment) from Wednesdays to Sundays (excluding holiday or leave time).

### **Building capacity and restrictions**

50 people standing, 30 seated capacity.

We do not allow amplified sound.

Children and under 18s must be supervised by an appropriate adult at all times and we do not allow bookings of more than twenty five children or under 18s, for which there must be a minimum of four supervising adults.

Guests must keep to the building and its immediate surrounds, and are not to wander around the allotments nor go onto individuals' plots.

### **Bookable times**

Sunday\* to Thursday hours between 7am and 10pm; Friday to Saturday hours between 7am and 11pm. \*NB. Check for Sundays during the warmer months, as Rosendale café is running between 10.30am and 5pm.