







Meet @ Mycenae House

Information on hiring space for meetings, training sessions, seminars and conferences.





Mycenae House, 90 Mycenae Road, Blackheath, London, SE3 7SE
www.mycenaehouse.co.uk 020 8858 1749
info@mycenaehouse.co.uk

ROOM HIRE FOR COMMERCIAL & PRIVATE USE

Mycenae House has 12 flexible spaces which are all suitable for meetings, seminars, training sessions and conferences.

All rooms will be set up in your preferred format before arrival and our House Managers will tend to your every need throughout your stay.

Mycenae House Rate Card	Weekday hourly rate		Saturday hourly rate		Room capacity (Max.)
	09.00 - 17.00	17.00 - 22.30	09.00 - 17.00	17.00 - 23.00	
Main Hall	£35.00	£46.00	£85.00	£120.00	120
Basement Hall	£30.00	£38.00	£55.00	£75.00	60
Large Room (Rooms 7, 9, 10, 15)	£25.00	£30.00	£35.00	£50.00	40
Medium Room (Rooms 1, 2, 19, 20)	£20.00	£25.00	£30.00	£40.00	20
Small Room (Room 3, 14, 23)	£15.00	£20.00	£25.00	£30.00	8

MEETING HIRE CHARGES (inc. VAT):

IT Support:

Data Projector - £36 per day / half day

Laptop - £36 per day / half day

Flip Chart Stand – Free

Flip Chart Paper - £10 (40 sheet pad)

White Board - Free

Marker Pens - £2 each

PA System - from £36 per day/half day depending on requirements

Services

Photocopying – 20p per A4 copy / 40p per A3 copy

Fax (UK) – £1 per sheet

Laminating – £1 per A4 sheet & £1.50 per A3 sheet

Catering

Sandwich Lunch from £7.40 pp (eg. Sandwich/Crisps/Cake and/or fruit)

A range of individual Sandwiches from £3.50 pp

Hot Drinks from £1.80 pp

Biscuits from £1.00pp

Muffins/Cake from £1.60pp

TERMS AND CONDITIONS FOR PRIVATE ROOM HIRE

1. Booking and Payment

1.1 When a booking is made, a completed application form and full payment must be received within 14 days of the date of the booking or the booking will be cancelled.

1.2 Cheques should be made payable to Vanbrugh Community Association. The option to pay by credit/ debit card is available 9.30am to 5pm Monday to Friday in person only and payment via bank transfer is possible at any time, please ask for details.

2. Cancellation

2.1 Where a booking is cancelled less than 14 days before the date of hire, the Association will retain 100% of the full hire charge.

2.2 If the Association considers that the hiring is likely to prove of an objectionable or undesirable nature or contrary to the purposes stated on the application form, the Association shall have the power to cancel the booking without payment of compensation and shall have the right to retain the hire charge.

3. Licensed Bar

3.1 All licensing laws must be observed.

3.2 Alcohol must not be brought onto the premises by the organisers or their guests. It is the responsibility of the event organisers to ensure that this condition of hire is not contravened by their guests.

3.3 The bar is only available during normal licensed hours.

4. General

4.1 The Association is only obliged to provide access to rooms actually booked, and will allow others using the House to have access to other rooms at the time of your meeting.

4.2 Hirers must be aware of the need to control the levels of noise inside and outside the building, especially when leaving the premises, and must comply with all noise abating requests made by staff of the Association.

4.3 Amplified music or Public Address systems are not allowed in the grounds at any time.

4.4 Hirers are responsible for the behaviour of all persons attending their meeting.

4.5 Groups must be aware of the Association's Health and Safety Policy and of their own responsibilities within the terms of the Policy. You are advised to undertake all necessary Risk Assessments covering your groups activities.

4.6 Where the hire of facilities is for the purpose of any sports or physical activity, an appropriate and valid coaching qualification and proof of Public Liability Insurance must be produced. Where the hire of our facilities is for a purpose which includes interaction with children and vulnerable adults, all leaders and assistants must have a current DBS check and must provide the number if requested by VCA.

4.7 If children are present, the hirer must ensure that there are sufficient adults to maintain efficient supervision and order. Adults accompanying children will be held responsible for their behaviour. Please refer to the VCA's policy on Safeguarding Children and Vulnerable Adults.

4.8 No items are to be fixed to the walls with pins or tape as this is detrimental to the decoration of the building.

5. Equipment and Storage

5.1 It is the responsibility of the hirer to ensure that any equipment brought to the premises is removed from the premises promptly at the end of the booking.

5.2 The Association is not responsible for personal property left on its premises.

I have read, and agree to abide by, the Terms and Conditions for Room Hire for Private Room Hire:

SIGNED:

DATE:



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APPLICATION FOR PRIVATE ROOM HIRE

NATURE OF MEETING .....

DATE(S) REQUIRED .....

ROOM/S BOOKED .....

NUMBER OF PEOPLE ATTENDING: Adults ..... Children .....

BOOKING TO START ..... am / pm TO FINISH ..... am / pm

ROOM LAYOUT: (please tick as appropriate):

- Top table (for ..... people) with rows of chairs ☐
- Rows of chairs only ☐
- Classroom style (tables and chairs in rows) ☐
- Tables in square formation with chairs around ☐

Please specify any additional requirements .....

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I / WE WISH TO APPLY FOR USE OF THE ABOVE FACILITIES AND AGREE TO ABIDE BY THE TERMS AND CONDITIONS FOR PRIVATE ROOM HIRE

By completing this form you are agreeing to Vanbrugh Community Association collecting and storing your details for the sole use of administering your booking for up to 6 years after the calendar year to which they relate in line with GDPR. Information about how we collect and store data is available from our website via www.mycenaehouse.co.uk/dataprivacy.html

NAME OF COMPANY / ORGANISATION .....

ADDRESS .....

.....

TEL NO. (DAY) ..... TEL NO. (Mobile) .....

E-Mail…… DATE .....

SIGNED ..... PLEASE PRINT NAME .....

FOR OFFICE USE ONLY

PAYMENT RECEIVED (Amount) ..... DATE .....