

LEIGHTON BUZZARD RAILWAY

Hire of the Margaret Moore Community Room at Page's Park Station, Leighton Buzzard

The room can be booked by telephoning the Railway on 01525 373888 between 10.00 – 12.00 Monday-Friday, by e-mail to station@lbngrs.org.uk or by post to Leighton Buzzard Narrow Gauge Railway, Page's Park Station, Billington Road, Leighton Buzzard, Bedfordshire LU7 4TN and are subject to availability.

Scale of charges (per hour)

Minimum booking period is for one hour

	Rate	VAT	Total
Regular bookings by established community groups who are providing a social need within the Leighton/Linslade area	£ 16.00	£ 3.20	£ 19.20
Other regular bookings, e.g. weekly or monthly and which provide a service to the community, and where the group members make a contribution to the class or service	£ 20.00	£ 4.00	£ 24.00
Bookings by railway and other similar transport groups	£ 20.00	£ 4.00	£ 24.00
Children's parties	£ 20.00	£ 4.00	£ 24.00
Weddings, parties and other social events (£150 bond required)	£ 85.00	£17.00	£102.00
Commercial rate	£ 80.00	£16.00	£ 96.00
Use as polling station (06.45hrs -22.30hrs inclusive)	£ 350.00	£70.00	£420.00
Additional cleaning/preparation time	£ 10.00	£ 2.00	£ 12.00

Payment: charges will be invoiced on 7 day nett payment terms. Settlement to be by 'Fast pay' [BACS] to the account number shown on the invoice, or by cheque – made payable to Leighton Buzzard Railway Ltd. Where payment is not received, any subsequent hiring will be forfeit until the account is settled in full.

CONDITIONS OF HIRE

1. Fifteen minutes is allowed for preparation and clearing up by the hirer before and after each booking. Preparation and cleaning beyond this time will be chargeable.
2. Loss or damage to any Railway property must be paid for.
3. The Railway will not be responsible for the loss or damage of any goods property or vehicles belonging to the Hirer whilst on the premises during a hire or when stored on the premises between periods of hire, or to property or vehicles belonging to other users of the community room brought on to Railway property during a hire period.
4. No alcoholic liquor may be bought, sold or consumed on the premises without the Railway's Service of Alcohol Agreement form being signed.
5. Hirers are responsible to clear away all furniture, sweep floors, clean kitchen and check the toilets after the event, to remove all rubbish and leave the room in a clean and tidy condition for the next hirer.
6. Notification of cancellations should be received, in writing, no later than 14 days before the date of hire.
7. The Railway reserves the right to vary charges without notice. Hirings will only be accepted on this understanding.
8. The Railway reserves the right to cancel a hiring in the event of the Community Room being required for use as a Polling Station or for any specific Railway focused event. Any deposit paid will be refunded.
9. In the event of the Room or any part thereof being rendered unfit for the use for which it has been hired the Railway shall not be liable to the hirer for any resulting loss or damage whatsoever.
10. No Children are permitted in the kitchen for safety reasons. No child under the age of 16 years is allowed on the premises unless accompanied by a responsible adult.
11. No adhesive tape or Blue Tac to be used on painted walls.
12. The number of attendees in the premises may not exceed 100 at any one time.
13. The room must be vacated by 23.30 hours.
14. No smoking is permitted in the room or outside in front of the Station building. Please use the dedicated smoking area to rear of Station.
15. If food is to be served, it is the hirer's/caterer's responsibility to ensure there is sufficient refrigeration to store food. Plates, mugs, etc shall be of a disposable type and all black plastic bags containing same shall be removed from the premises by the Hirer at conclusion of the event.
16. If you have a disco at your function, smoke machines are not permitted.
17. No amplified music, recorded music or loud speakers are permitted in outside areas. The maximum sound level inside the room is 85dB. During all regulated entertainment doors and windows shall remain closed.
18. Hirers shall comply with the Railway's Health and Safety guidance for the hire of the room.