

**DURNING HALL E13 MIX CENTRE  
FLANDERS CENTRE FROUD CENTRE  
HAROLD ROAD CENTRE THE HARTLEY  
CENTRE ITHACA HOUSE LONDON TAMIL  
SANGAM NEWHAM AFRICAN CARIBBEAN  
RESOURCE CENTRE ST JOHN'S ST LUKE'S  
ST MARKS STRATFORD ADVICE ARCADE  
THE TRINITY CENTRE THE WELL CENTRE**

## **Guide to Venue Hire in Newham's Voluntary Sector Community Centres**

# **2008**



Funded by the Home Office

**Aston-Mansfield Community Involvement Unit facilitates the Newham Voluntary Sector Community Centre Managers and Coordinators Forum. It receives financial assistance for this support work from the Newham ChangeUp Partnership.**

For further information on the Forum, contact:

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These centres are voluntary sector owned or managed and members of the Newham Community Centre Managers and Coordinators Forum, facilitated by Aston-Mansfield Community Involvement Unit. For details of council-owned community centres in the borough, visit [www.newham.gov.uk/Services/CommunityCentres/](http://www.newham.gov.uk/Services/CommunityCentres/)

# Durning Hall Community Centre

Earlham Grove, Forest Gate E7 9AB Tel: 020 8536 3800

Rooms Available	Capacity?	Disabled Access?	Kitchen Facilities?	Chairs and Tables Available?	Costs per hour	
Chapel	100	Yes	On request	Yes	£15	Please note these are the average prices for room hire and are dependent upon the organisation wishing to make a booking. Prices are negotiable according to circumstances and budget
Main Hall	150	Yes	Yes	Yes	£22	
Meeting Room 2	12	Yes	Yes	Yes	£10	
Theodora Room	25	No	On request	Yes	£10	
Conference Room	10/15	No	On request	Yes	£10	
Main Hostel Lounge	100	Yes	Yes	Yes	£15	
Small Hostel Lounge	25	Yes	On request	Yes	£10	
Scout Den	25/30	No	No	Yes	£10	
Gym	150	No	No	Chairs only	£10	

<b>Contact for bookings</b>	Jenny Rogers on 020 8536 3802 or e-mail <a href="mailto:jenny.rogers@aston-mansfield.org.uk">jenny.rogers@aston-mansfield.org.uk</a>
<b>Deposit required?</b>	No
<b>Restrictions</b>	Durning Hall is a no-smoking building
<b>Terms and Conditions</b>	Available when booking is made
<b>Facilities (OHP, flipcharts etc)</b>	No
<b>Other information</b>	Durning Hall is off of Woodgrange Road. It is two minutes away from Forest Gate mainline station and can be reached on the following bus routes: 25, 86, 58, 308, 330, 678

# E13 Mix Centre

1a Cumberland Road, Plaistow E13 8LH Tel: 020 4747 7639

Rooms Available	Capacity?	Disabled Access?	Kitchen Facilities?	Chairs and Tables Available?	Weekday cost per hour		
					Voluntary / Community Groups	Statutory Bodies	Private Hire
Main Hall	80 people	Yes	Kitchen has microwave but no cooker. Fridge, kettle and urn also available	Yes	£25	£35	On request
					Weekend rates on request		
					£10 per hour		
Courtyard					£10 per hour		
IT suite	6 people	Yes	Not applicable	Not applicable	Addition to Main Hall booking		IT Suite only
					£10		£20

<b>Contact for bookings</b>	Robin Lockhart on 020 7474 7639 or 07958 680 097 or e-mail e13mix@gmail.com or robinl@ncytrust.org
<b>Deposit required?</b>	Required - negotiated when booking
<b>Restrictions</b>	Will need to show proof of ID status and age. All payments must be made 4 weeks in advance.
<b>Terms and Conditions</b>	Available on request
<b>Facilities (OHP, flipcharts etc)</b>	Facilities include OHP and flipcharts A PA system and video camera is available (£20 extra for each item of equipment)
<b>Special rates</b>	Special rates are available by negotiation for whole centre hire / block bookings
<b>Other information</b>	The Centre can be reached by the 115 or 5 bus routes. The nearest tube is Canning Town on the Jubilee Line and DLR or Plaistow on the District Line

# Flanders Community Centre

116 Napier Rd, East Ham E6 2SG    Tel: 020 8472 4020

Rooms Available	Capacity?	Disabled Access?	Kitchen Facilities?	Chairs and Tables Available?	Cost per hour			
					Weekdays / evenings		Weekends from 4.00pm Friday – 11.00 pm Sunday	
Hall	150 seated	Yes	Yes	Yes	£30 Standard £25 Charities		£50.00 (4 hours minimum booking weekends)	
					Kitchen	£25.Standard £20 Charities	Kitchen	£25
Lounge with Playground	32 seated	Yes	Yes	Yes	£30 Standard £25 Charities		£50.00 (4 hours minimum booking weekends)	
					Kitchen	£25.Standard £20 Charities	Kitchen	£25
Lounge with Playground and Soft Play	32 seated	Yes	Yes	Yes	As above. Soft Play £25 per hour (minimum booking 2 hours)			

<b>Contact for bookings</b>	Ms Lorne Hague on 020 8472 4020
<b>Deposit required?</b>	£100 deposit
<b>Restrictions</b>	Music must finish at 11.00 p.m. All areas must be vacated by 12.00am
<b>Terms and Conditions</b>	Available on request
<b>Facilities (OHP, flipcharts etc)</b>	Flipcharts
<b>Other information</b>	Individual food menus / general menus available.

# Froud Community Centre

1 Toronto Avenue, Manor Park E12 5JF Tel: 020 8478 2468

Rooms Available	Capacity?	Disabled Access?	Kitchen Facilities?	Chairs and Tables Available?	Cost		
					Community group	Funded Group	Statutory sector
Gandhi Room	70	Yes	On request	Yes	£14	£20	£25
Hart Room	35	Yes	On Request	Yes	£7	£12	£18
Heronry Room	40	Yes	On Request	Yes	£7	£12	£18
Webb Room	35	Yes	On Request	Yes	£7	£12	£18
Whitely Room	35	Yes	On Request	Yes	£7	£12	£18
Sports Hall	200	Yes	On Request	Yes	£25	£35	Price on request
Meeting Place	70	Yes	On Request	Yes	£10	£15	£25
Coffee Bar	25	Yes	On Request	Yes	£10	Price on request	Price on request

<b>Contact for bookings</b>	Centre Reception 0208 478 2468
<b>Deposit required?</b>	No
<b>Restrictions</b>	No
<b>Terms and Conditions</b>	Available On Request
<b>Facilities (OHP, flipcharts etc)</b>	OHP, Flipcharts, T.V, Video, Photocopying and Fax
<b>Other information</b>	Whole Day Hire, Kitchen / Coffee bar usage available , subject to negotiation. Tea and Coffee making facilities are also available on the first floor. Catering service for events is available. If you are a community group and would like to use the centre, but feel that the charges are too expensive, please do not be put off applying. If you would like to be considered for concessionary rates, please contact Rosemary Thomas (Centre Coordinator)

# Harold Road Community Centre

170 Harold Rd, Plaistow E13 0SE      Tel: 020 8472 2805

Rooms Available	Capacity?	Disabled Access?	Kitchen Facilities?	Chairs and Tables Available?	Cost
Main Hall	110 people 80 people table seated	Yes	Heating up facilities – users are welcome to bring a microwave oven	Tables Chairs	£30 per hour
Small Carpeted Hall	110 people 80 people seated	Yes	As above	Chairs	£30 per hour

<b>Contact for bookings</b>	Valerie Forde: 020 8472 2805
<b>Deposit required?</b>	Yes
<b>Restrictions</b>	Strictly no alcohol or chewing gum.
<b>Terms and Conditions</b>	Available on Saturdays from 9.30am – 11pm for private, public and community events. For events from Monday to Friday, please contact the centre for available times. The full fee (plus deposit) to be paid at least 2 weeks before the event. The deposit will be returned providing all rules are observed and premises are left clean and tidy. Cheques acceptable but must be paid 14 working days before event. (cheque made payable to Harold Road Centre). The booking must include the event, setting up and clearing up. Tables and chairs must be stacked away as found. Deductions are made for extra time and cleaning where appropriate. Users must observe the Home Office Code of Practice and the Methodist Church policy on Safeguarding Children at all times. Children must be supervised at all times outside the building
<b>Facilities (OHP, flipcharts etc)</b>	
<b>Other information</b>	

# The Hartley Centre

267 Barking Rd, East Ham E6 1LB Tel: 020 8472 0058

Rooms Available	Capacity?	Disabled Access?	Kitchen Facilities?	Chairs and Tables Available?	Cost per hour (voluntary sector)	Cost per hour (commercial)
Function room	120	Yes	Yes	Yes	£22	£60
Sports hall	100	Yes	No	Yes	£22	£60
Seminar room	15	Yes	No	Yes	£20	£23 long term - £30 short term
Upstairs classroom	30	No	No	Yes	£20	£23 long term - £30 short term
Day Centre (coffee bar)	20	Yes	Yes	Yes	£18	£20 long term - £25 short term
Computer room	15	Yes	No	Yes	£30	£60 only short and long term
Outside classroom	20	Yes	No	Yes	£20	£23 long term - £30 short term
Football pitch - 5A side					£20 without floodlights £32 with floodlights	

<b>Contact for bookings</b>	020 8472 0058
<b>Deposit required?</b>	Yes
<b>Restrictions</b>	
<b>Terms and Conditions</b>	Available on request
<b>Facilities (OHP, flipcharts etc)</b>	OHP, flipcharts, TV, photocopies
<b>Other information</b>	Catering available on request.

# Ithaca House (INUF)

27 Romford Road, Stratford E15 4LJ. Tel: 020 8534 2488

Rooms Available	Capacity?	Disabled Access?	Kitchen Facilities?	Chairs and Tables Available?	Cost per hour						Mental Health User Group
					Statutory sector		Voluntary and community sector		Other		
					9am – 6pm	6pm – 10pm and weekends	9am – 6pm	6pm – 10pm and weekends	9am – 6pm	6pm – 10pm and weekends	
Main Hall	150	Yes	Yes	Yes	£50	£70	£25	£45	£50	£70	By negotiation
Library	8	Yes	Yes	Yes	£20	£40	£10	£30	£20	£40	
Side Hall	12	Yes	Yes	Yes	£16	£36	£8	£28	£16	£36	
Meeting Room	30	Yes	Yes	Yes	£25	£45	£12.50	£32.50	£25	£45	
IT Suite	5	Yes	Yes	Yes	£35	£55	£17.50	£37.50	£35	£55	

<b>Contact for bookings</b>	Reception on 020 8534 2488
<b>Deposit required?</b>	No
<b>Restrictions</b>	Less than a week cancellation fee 10% charge, less than a day cancellation fee 50% charge
<b>Terms and Conditions</b>	Ring to book. Payment should reach us in advance
<b>Facilities (OHP, flipcharts etc)</b>	Yes
<b>Other information</b>	

# London Tamil Sangam

369 High Street North, Manor Park, E12 6PG Tel: 020 8471 7672

Rooms Available	Capacity?	Disabled Access?	Kitchen Facilities?	Chairs and Tables Available?	Cost
Ground Floor Hall	40 people	Yes	Yes	Yes	£15.00 per hour.
1st Floor Class Room 1	14 people	No	No	Yes	£10.00 per hour
1st Floor Class Room 2	14 people	No	No	Yes	£10.00 per hour
2nd Floor Class Room	18 people	No	Yes	Yes	£10.00 per hour

<b>Contact for bookings</b>	Mrs. Malathy Muthu on 020 8471 7672
<b>Deposit required?</b>	£10.00 for a party or family function hire. Not required for third sector organisations.
<b>Restrictions</b>	No smoking. Rooms and hall available until 10.00 pm only.
<b>Terms and Conditions</b>	Available on request
<b>Facilities (OHP, flipcharts etc)</b>	OHP, Flip chart, 14 computers, chairs, tables, kitchen
<b>Other information</b>	

# Newham African Caribbean Resource Centre

627-633 Barking Road, Plaistow E13 9EZ. Tel: 020 8471 2258

Rooms Available	Capacity?	Disabled Access?	Kitchen Facilities?	Chairs and Tables Available?	Cost
Main Hall	120 seated (over 150 Buffet)	Yes Ramp Disabled toilet	Included In use	Provided	£40 per hour, minimum of 6 hours for weekends Concessionary rates available to community groups on weekdays
Meeting Room 1 First floor (Conference Room)	20 -25 seated	Yes	Tea / coffee	Provided	£25 per 3 hour session and £10 per each additional hour thereof. Concessionary rate may be charged. Call in to ask for details
Meeting Room 2 First floor (Classroom)	20 -25 seated	Wheel chair lift available	Tea / coffee	Provided	£25 per 3 hour session and £10 per each additional hour thereof. Concessionary rate may be charged. Call in to ask for details
Meeting Room 3 First floor (Audio-visual Room)	35 seated	Wheel chair lift available	Tea / coffee	Provided	£25 per 3 hour session and £10 per each additional hour thereof. Concessionary rate may be charged. Call in to ask for details
Creche	25 – 30 children	Ground floor access	Tea / coffee	Provided	£10 per hour, users are to provide their own crèche workers It has its own toilet facility

<b>Contact for bookings</b>	Reception on 020 8471 2258
<b>Deposit required?</b>	£100 for weekend hire of hall, refundable by cheque within 7 days of event if no damage
<b>Restrictions</b>	
<b>Terms and Conditions</b>	Available on request
<b>Facilities (OHP, flipcharts etc)</b>	OHP, Flipcharts,
<b>Other information</b>	

# St John's Community Centre

Albert Rd, North Woolwich, E16 2JB. Tel: 020 7476 1666

Rooms Available	Capacity?	Disabled Access?	Kitchen Facilities?	Chairs and Tables Available?	Cost
Main Hall	120	Yes	Yes	Yes	£50 per hour during weekdays and weekends (minimum booking 2 hours)
Large Meeting Room	25	Yes	No	Yes	£30.00 per hour during weekdays and weekends (minimum booking 2 hours)
Small Meeting Room	12	Yes	No	Yes	£20.00 per hour during weekdays and weekends (minimum booking 2 hours)
Workshop Room	15	Yes	No	Yes	£25.00 per hour during weekdays and weekends (minimum booking 2 hours)

<b>Contact for bookings</b>	Dora Lam Finance & Letting Officer) on 0207 476 1666 or Payam Iranpoor (Resource & Letting Officer) on 0207 476 9933, or e-mail: <a href="mailto:sjfinance@btconnect.com">sjfinance@btconnect.com</a>
<b>Deposit required?</b>	Main Hall - £250.00 (refundable), Meeting Rooms - £200.00 (refundable)
<b>Restrictions</b>	Hire of Main Hall for social event on Saturdays from 4.00 – 11.30 pm, Sundays from 4.00 to 10.30 pm Hire of Main Hall for training, seminars and conference during the weekdays, by arrangement only
<b>Terms and Conditions</b>	Available at the centre's reception
<b>Facilities (OHP, flipcharts etc)</b>	Overhead projector and flipcharts are available on request Light refreshment can be arranged on request
<b>Other information</b>	Centre has wheelchair accessible toilets, lift to the 1 <sup>st</sup> floor. And is easily accessible via DLR (King Edwards IV) and 473 bus. A discount will be given to unfunded and voluntary groups for long term booking For further details, please contact Dora Lam on 020 7476 1666 on Monday, Tuesday & Thursday

# St Luke's Community Centre

89 Tarling Road, Canning Town E16 1HN. Tel: 020 366 6403

Rooms Available	Capacity?	Disabled Access?	Kitchen Facilities?	Chairs and Tables Available?	Cost per hour
Hall	110	Yes	Basic - Sink Only	Yes	£50
Café	110	Yes	No	Yes	£40
Boardroom	15	No	No	Yes	£10

<b>Contact for bookings</b>	Tina Dugard on 020 366 6403 or e-mail <a href="mailto:tina.dugard@tiscali.co.uk">tina.dugard@tiscali.co.uk</a>
<b>Deposit required?</b>	£200 for weekend events (and others depending on risk)
<b>Restrictions</b>	Café only available evenings & weekends. Boardroom office hours only
<b>Terms and Conditions</b>	Available on request by fax, e-mail or post
<b>Facilities (OHP, flipcharts etc)</b>	Digital projector and wireless microphone system built into hall. Flip chart available on request
<b>Special rates</b>	Available for local community and children's events
<b>Nil Rates</b>	Available for community groups that serve the immediate area (beneficiaries of the Custom House & Canning Town Community Renewal Project)
<b>Computer training (suite with internet access)</b>	15 laptop computer suite, laser printer, wireless broadband access, £15 per hour additional to room rental.
<b>Other information</b>	Walshes Café @ E16 (based in the Community Centre) can cater for on-site or off-site events. Call Bernard on 0771 846 3634 for prices

# St Mark's Community Centre

218 Tollgate Rd, Beckton E6 5YA. Tel: 020 74741687

Rooms Available	Capacity?	Disabled Access?	Kitchen Facilities?	Chairs and Tables Available?	Full cost per hour	Reduced voluntary sector rate per hour
Meeting room	10	Yes	Yes	Yes	£27	£15
Function room	120 buffet/ 100 seated	Yes	Yes	Yes	£33	£19
Sports hall	100 buffet/ 75 seated	Yes	Yes	Yes	£22 (Mon-Thurs 9am-10pm and Fri 9am-5pm) £33 (Fri 5pm-10pm, Sat 9am- 12am and Sun 2pm-10pm)	£15 (Mon-Thurs 9am-10pm and Fri 9am-5pm) £19 (Fri 5pm-10pm, Sat 9am- 12am and Sun 2pm-10p)
Children's centre	30	Yes	Yes	Yes	£20	£15
Day centre	20	Yes	Yes	Yes	£15	£12
Church / conference	170	Yes	Yes	Yes	£60	£30

<b>Contact for bookings</b>	Reception 0207 474 1687
<b>Deposit required?</b>	None
<b>Restrictions</b>	No parties
<b>Terms and Conditions</b>	Available on request
<b>Facilities (OHP, flipcharts etc)</b>	OHP, flipcharts. TV,
<b>Other information</b>	Catering available on request.. Coffee bar open 9.30am - 2pm

# Stratford Advice Arcade

107-109 The Grove, Stratford E15 1HP      Tel: 020 8221 1995

Rooms Available	Capacity?	Disabled Access?	Kitchen Facilities?	Chairs and Tables Available?	Unfunded groups: Cost per hour	Funded groups: Cost per hour	Statutory and Commercial: Cost per hour
Meeting Room A	20	Yes	Refreshments (per person): Once per day £1.00 Twice per day £1.50 Three x per day £1.75	Yes	£6	£12	£15
Meeting Room B	30	Yes		Yes	£6	£12	£15
Meeting Room D	20	Yes		Yes	£6	£12	£15
Meeting Room A & B	50	Yes		Yes	£12	£24	£30
Interview rooms 8, 9 & 10	Counselling rooms	Yes		Yes	£5	£8	£8
Interview Room 11	Therapy room	Yes		Yes	£5	£8	£8

<b>Contact for bookings</b>	Olivene Howell (Centre Manage), Jodie or Crystal (Admin/Reception) and Dayo (Night Security) on 020 8221-1995 E-mail: advice.arcade@btconnect.com .
<b>Deposit required?</b>	N/A
<b>Restrictions</b>	All rooms are available from 9.00am – 9.00pm Monday to Friday and 10.00am – 1.00pm on Saturdays. The Centre is closed on Sundays No private functions such as weddings or birthday parties. This is also a non-smoking building and we do not allow alcohol on the premises.
<b>Terms and Conditions</b>	Available on request
<b>Facilities (OHP, flipcharts etc)</b>	OHP, TV/Video, DVD Player Recorder, flip Chart Paper on request. All available at additional costs
<b>Other information</b>	Refreshments consist of: Tea, Coffee, Chilled Water and Biscuits The Centre is fully accessible and has wheel chair accessible toilets. Our Centre is easily accessible via tube and bus services. We are just off The Broadway, within ten minutes walking distance from Stratford Tube Station and close to a range of local bus routes.

# The Trinity Centre

East Avenue, Manor Park E12 6SG Tel: 020 8472 8947

Rooms Available	Capacity?	Disabled Access?	Kitchen Facilities?	Chairs and Tables Available?	Costs
Large Hall	175	Yes	Yes	Yes	£50 per hour during week-ends (minimum booking 3 to 5 hrs) £50 per session during week days evening ( 2.5 to 3hrs/session)
Day Centre	50 to 75	Yes	Yes	Yes	£30 per hour (Minimum booking 3 to 5 hrs) £45/session during week-days evening (2.5 to 3hrs/session)
Worship Area	300	Yes	Yes	Yes	£60 per hour (Minimum booking 3 to 5 hrs) £50/session ( 2.5 to 3hrs/session)
Class room 1	20	Yes	Yes	Yes	£15 per hour: (Minimum booking 2.5 to 3 hrs) £30/session (2.5 to 3hrs/session)
Class room 2	20	Yes	Yes	Yes	£15 per hour: (Minimum booking 2.5 to 3 hrs) £30/session (2.5 to 3hrs/session)

<b>Contact for bookings</b>	Paul Chelliah (Centre Manager) on 020 8472 8947 or e-mail: paul@thetrinitycentre.org Contact Office for further details on regular booking
<b>Deposit required?</b>	Regular booking £50 & casual booking £200 (refundable)
<b>Restrictions</b>	Our booking excludes Wedding/Birthday parties. We do not allow use of alcohol.
<b>Terms and Conditions</b>	Available on request
<b>Facilities (OHP, flipcharts etc)</b>	Overhead projector & flipcharts are available on request
<b>Other information</b>	Centre has wheel chair accessible toilets. Our Centre is easily accessible via tube and bus services. We are just off High Street North, within five minutes walking distance from East Ham Tube Station and close to a range of local bus routes.

# The Well Community Centre

49 Vicarage Lane, East Ham E6 6DQ Tel: 020 8586 7070

Rooms Available	Capacity?	Disabled Access?	Kitchen Facilities?	Chairs and Tables Available?	Costs
Main Hall	120 seated	Yes	Yes	Yes	£50 per hour weekends (minimum booking 4 hours) £30-£35 per hour weekdays
Children's Centre	25 seated	Yes	Yes	Yes	£30 per hour weekends (minimum booking 3 hours) £15-£30 per hour weekdays
Training Room A	18 seated	Yes	Yes	Yes	£15 per hour weekends £12 per hour weekdays
Training Room B	18 seated	Yes	Yes	Yes	£15 per hour weekends £12 per hour weekdays
Training Rooms A&B	40 seated	Yes	Yes	Yes	£25 per hour weekends £20 per hour weekdays
Counselling Room	6 seated	Yes	Yes	Yes	£10 per hour weekdays

<b>Contact for bookings</b>	Linda Knowles/Tracey Pease (Centre Managers) on 020 8586 7070 e-mail: <a href="mailto:info@bonnydowns.org">info@bonnydowns.org</a>
<b>Deposit required?</b>	50% deposit plus £100 refundable damage deposit.
<b>Restrictions</b>	We do not allow the use of alcohol. No smoking.
<b>Terms and Conditions</b>	Available on request
<b>Facilities (OHP, flipcharts etc)</b>	Overhead projector & flip charts available on request.
<b>Other information</b>	Centre is fully accessible for wheelchairs with two disabled toilets. Our Centre is easily accessible via bus service 300. We are located off High Street South and close to a range of local bus routes.



**DURNING HALL E13 MIX CENTRE  
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HAROLD ROAD CENTRE THE HARTLEY  
CENTRE ITHACA HOUSE LONDON TAMIL  
SANGAM NEWHAM AFRICAN CARIBBEAN  
RESOURCE CENTRE ST JOHN'S ST LUKE'S  
ST MARKS STRATFORD ADVICE ARCADE  
THE TRINITY CENTRE THE WELL CENTRE**

**NEWHAM VOLUNTARY SECTOR  
COMMUNITY CENTRE MANAGERS  
AND COORDINATORS FORUM**