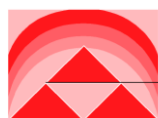


BRITANNIA VILLAGE HALL **CRANBERRY LANE CENTRE** DURNING
HALL **FLANDERS CENTRE** FROUD CENTRE **GRASSROOTS**
RESOURCE CENTRE HAROLD ROAD CENTRE **THE HARTLEY**
CENTRE THE HUB **ITHACA HOUSE** LONDON TAMIL SANGAM
THE MIX NEW MARTIN CENTRE **NEWHAM AFRICAN CARIBBEAN**
RESOURCE CENTRE ROYAL DOCKS LEARNING & ACTIVITY CENTRE
ST CEDD'S HALL ST LUKE'S **ST MARK'S** STRATFORD ADVICE
ARCADE **THE TRINITY CENTRE** THE WELL CENTRE **WINSOR PARK**
RESOURCE CENTRE WOODGRANGE CENTRE

GUIDE TO VENUE HIRE

**Community Buildings and Centres owned
or managed by Newham's voluntary sector**

2012



Aston-Mansfield

Generating community wealth for social change

Community Involvement Unit

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Aston-Mansfield Community Involvement Unit facilitates the Newham Community Centre Managers Forum with support from the Forum for Health & Wellbeing.

For further information on the Newham Community Centre Managers Forum, contact:

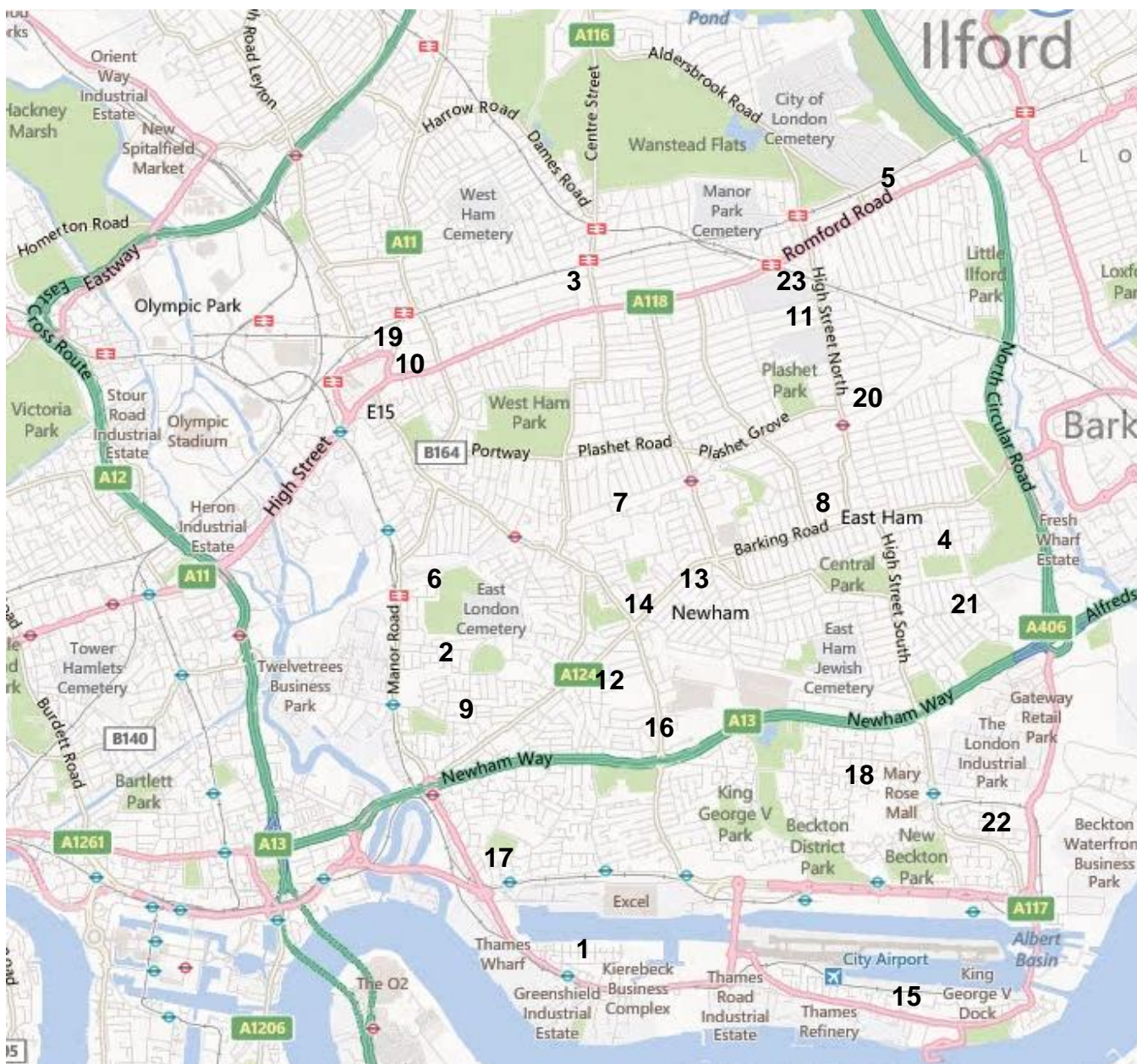
Kevin Blowe, CIU Coordinator

T: 020 8536 3825

E: kevin.blowe@aston-mansfield.org.uk

The centres included in this guide are voluntary sector owned or managed. For details of other council-owned community centres in the borough, visit:
<http://www.newham.gov.uk/YourCommunity/CommunityCentres/Findyourlocalcommunitycentre.htm>

Many thanks to CIU volunteer Sarah Taverner for researching and compiling the 2012 edition of the Guide



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■ Britannia Village Hall

65 Evelyn Road, West Silvertown, London E16 1TU **Tel:** 020 7511 6118 **Web:** www.ilovebv.com

Rooms Available	Capacity?	Disabled Access?	Kitchen Facilities?	Chairs and Tables Available?	Cost	
					Standard Mon to Thurs 9am-9.30pm Friday 9am-5pm	Weekend Friday 5pm-11pm Sat 7am – Sunday 11pm
Main Hall	200	Yes	Yes, at a flat rate charge of £50	Yes	£40 per hour	£60 per hour
Yellow	40	Yes	No	Yes	£30 per hour	£40 per hour. Available 7pm-9pm Mon to Fri and all day at weekends.
Blue Room	30	Yes	No	Yes	£30 per hour	£40 per hour. Available 7pm-9pm Mon to Fri and all day at weekends.
The Hub	25	Yes	No	Yes	£25 per hour	£35 per hour
Green Room	15	Yes	No	Yes	£20 per hour	£30 per hour. Available 7pm-9pm Mon to Fri and all day at weekends.

Contact for bookings	Centre Manager on 020 7511 6118 or at manager@ilovebv.com
Deposit required?	A non-returnable deposit of £100 for the main hall and £50 for the other rooms. There is a refundable damage deposit of £250 in cash for Main Hall bookings and £100 in cash for other bookings
Restrictions	Your booking needs to include set up time. Please allow enough time for this when you book, as access may be restricted at a later stage.
Terms and Conditions	Available on request
Facilities (OHP, flipcharts etc)	
Other information	Weekend bookings need to be made in four-hour blocks: Morning 7am-11am; Lunchtime 11am-3pm; Afternoon 3pm-7pm; Evening 7pm-11pm. There is a 20% discount for multiple rooms booked together. A 10% discount also applies for 10 or more regular bookings, paid monthly in advance.

■ Cranberry Lane Community Centre

Cranberry Lane, Canning Town, London, E16 4PF

Tel: 020 8522 2624

Rooms Available	Capacity?	Disabled Access?	Kitchen Facilities?	Chairs and Tables Available?	Cost
Hall	30	Yes	Yes	Yes	£25 per hour

Contact for bookings	Marcia Thompson on 020 8522 2624
Deposit required?	£100 damage deposit
Restrictions	Opening hours: Tuesday – Thursday 09:00 – 23:00
Terms and Conditions	Hirers must be aged 18 or over. Cash or cheques are no longer accepted as a method of payment
Facilities (OHP, flipcharts etc)	Flipcharts
Other information	Male, Female & Disabled Toilet

■ Durning Hall Community Centre

Earlham Grove, Forest Gate E7 9AB Tel: 020 8536 3800 Web: www.aston-mansfield.org.uk

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		
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	

Contact for bookings	Mark Halls on 020 8536 3802 or e-mail mark.halls@aston-mansfield.org.uk
Deposit required?	No – but full payment when booking is required for first booking
Restrictions	Durning Hall is a no-smoking building
Terms and Conditions	Available when booking is made
Facilities (OHP, flipcharts etc)	Yes at a cost of £10.00 per session
Other information	Durning Hall is in Earlham Grove which is just off 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

■ 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?	Costs per hour	Other information regarding costs
Hall	150	Yes	Yes	Yes	Weekday £30	Overhead Projector and Loop system available
Lounge	50	Yes	Yes	Yes	Weekday £30	
Hall	150	Yes	Yes	Yes	Weekend £60	
Lounge	50	Yes	Yes	Yes	Weekend £60	
Kitchen	-	Yes	-	-	£30	
Playroom	10	Yes	-	-	£30	
Picnic Area	25	Yes	Yes	Yes	£10	
Playground	25	Yes	Yes	Yes	£10	

Contact for bookings	Lorne Hague on 020 8472 4020
Deposit required?	£100
Restrictions	None
Terms and Conditions	Yes
Facilities (OHP, flipcharts etc)	Available
Other information	For Tiny Feet Preschool contact 020 8821 0102

■ Froud Community Centre

1 Toronto Avenue, Manor Park E12 5JF **Tel:** 020 8478 2468 **Web:** www.aston-mansfield.org.uk

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	£20	£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

Contact for bookings	Marie Fernandez or Mark Halls via Centre Reception 020 8478 2468
Deposit required?	No
Restrictions	
Terms and Conditions	Available On Request
Facilities (OHP, flipcharts etc)	OHP, Flipcharts, T.V, Video, Photocopying and Fax available on request at a small charge
Other information	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 Mark Halls (Centres Manager)

■ Grassroots Resource Centre

Memorial Park, Memorial Avenue, West Ham E15 3DB Tel: 020 7474 6376

Rooms Available	Capacity?	Disabled Access?	Kitchen Facilities?	Chairs and Tables Available?	Cost
Community Hall – dividable into 2 spaces	70	Yes	No	Yes	Community Rates: Starting at £10.00 per hour, subject to nature of the event & space required Business Rates for Statutory Organisations and Private Parties: 1 section: £30.00 per hour 2 sections/Whole Hall: £45.00 per hour
Café Area can be booked separately	50	Yes	No	Yes	£25.00 per hour

Contact for bookings	Jelena Mitrovic – jelena@newhamndp.co.uk , 0207 473 5249, Monday to Friday, 9am-5pm
Deposit required?	Yes, £120.00 for all (booking can only be confirmed on receipt of deposit)
Restrictions	Hirers must be on site for entire event to supervise. For event extensions, 10pm to 12am, permission must be sought from the Centre Manager.
Terms and Conditions	Terms and Conditions must always be signed by the hirer on page 1 and on the last page
Facilities (OHP, flipcharts etc)	No kitchen facilities of any description, no inflatables allowed, no equipment with naked flames, no adhesives of any kind
Other information	

■ 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?	Costs per hour	
Main Hall	110	Yes	Yes (small)	Yes	£40	These rates apply for one-off events and parties. Lower rates available for regular community bookings.
Carpet Hall	80	Yes	Yes (small)	Yes	£40	
Training Room	25	No	Tea making facilities	Yes	£20	
Room 4	15	No	Tea making facilities	Yes	£15	

Contact for bookings	Reception office: 020 8472 2805 (open from 9am to 6pm Monday to Friday, plus some evenings)
Deposit required?	Yes. Currently £50 refunded at end of event if conditions observed.
Restrictions	No alcohol or shisha. Centre closes 11pm so events must end by 10.30pm
Terms and Conditions	Main hall available for family parties and other private functions on Fri, Sat and Sun (other evenings if available)
Facilities (OHP, flipcharts etc)	Flipcharts, Whiteboards
Other information	The Centre hosts a number of weekly activity groups and meetings from 9am to 9pm seven days per week.
Regular Activities	Karate, ladies only exercise, Photography classes, Bajuni ladies sewing classes, Refugee and Migrant Forum, Drawing school, Christian worship
Rent office space to outside organisations?	Yes
Display publicity on notice boards/at reception?	Yes
Signpost visitors to other services in the borough?	Yes

■ 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	£27	£80
Sports hall	100	Yes	No	Yes	£27	£60
Seminar room	15	Yes	No	Yes	£24	£22 long term - £30 short term
Upstairs classroom	30	No	No	Yes	£27	£23 long term - £30 short term
Day Centre (coffee bar)	20	Yes	Yes	Yes	£22	£20 long term - £30 short term
Computer room	15	Yes	No	Yes	£30	£80 short and long term
Outside classroom	20	Yes	No	Yes	£24	£23 long term - £30 short term
Football pitch - 5A side	-	-	-	-	£25 without floodlights £40 with floodlights	-

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

■ The Hub

123 Star Lane, Canning Town, London E16 4PZ Tel: 020 7473 5249

Rooms Available	Capacity?	Disabled Access?	Kitchen Facilities?	Chairs and Tables Available?	Cost		
Community Hall – dividable into 3 sections	120	Yes	No	Yes	Community Rates: Monday to Friday ONLY 9am to 6pm	Business Rates for Small Businesses, Churches, etc outside of business hours:	Business Rates for Private Parties, Big Organisations etc:
					1 Section: £10.00 per hour 2 Sections: £15.00 per hour 3 Sections/Whole Hall: £25.00 per hour	1 Section: £20.00 per hour 2 Sections: £30.00 per hour 3 Sections/Whole Hall: £40.00 per hour	1 Section: £30.00 per hour 2 Sections: £40.00 per hour 3 Sections/Whole Hall: £55.00 per hour
Café Area	-	Yes	No	Yes	£25.00 per hour		

Contact for bookings	Jelena Mitrovic – jelena@newhamndp.co.uk , 0207 473 5249, Monday to Friday, 9am-5pm
Deposit required?	Yes, £120 for all (booking can only be confirmed on receipt of deposit)
Restrictions	Hirers must be on site for entire event to supervise. For event extensions, 10pm to 12am, permission must be sought from the Centre Manager
Terms and Conditions	Terms and Conditions must always be signed by the hirer on page 1 and on the last page
Facilities (OHP, flipcharts etc)	No kitchen facilities of any description, no inflatables allowed, no equipment with naked flames, no adhesives of any kind

■ Ithaca House (INUF)

27 Romford Road, Stratford E15 4LJ. Tel: 020 8534 2488 Web: www.inuf.org

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	80	Yes	Yes	Yes	£45	£45	£35	£35	£45	£45	By negotiation
Conference Room	80	Yes	Yes	Yes	£45	£45	£35	£35	£45	£45	
Therapy Room	7	No	Yes	Yes	£10	Not Available	£10	Not Available	£10	Not Available	
Meeting Room	25	Yes	Yes	Yes	£15	£20	£15	£20	£15	£20	

Contact for bookings	Reception on 020 8534 2488
Deposit required?	No
Restrictions	Less than a week cancellation fee 10% charge; if a room booking is cancelled less than 48hrs from the event date then a 50% charge is applied
Terms and Conditions	Ring to book. Payment should reach us in advance
Facilities (OHP, flipcharts etc)	Yes
Other information	10% discounts will be made on block bookings. Light refreshments at £1.75 per person. For further information please visit www.inuf.org

■ London Tamil Sangam

369 High Street North, Manor Park, E12 6PG

Tel: 020 8471 7672

Web: www.ltsuk.org

Rooms Available	Capacity?	Disabled Access?	Kitchen Facilities?	Chairs and Tables Available?	Cost
Ground Floor Hall	40 people	Yes	Yes	Yes	£20.00 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

Contact for bookings	Mrs. Srilekha Sethurajan at srilekha.set@gmail.com
Deposit required?	£10.00 for a party or family function hire. Not required for third sector organisations.
Restrictions	No smoking. Rooms and hall available until 10.00 pm only.
Terms and Conditions	Available on request
Facilities (OHP, flipcharts etc)	OHP, Flip chart, 14 computers, chairs, tables, kitchen
Regular activities	ESOL, folk dance, supplementary school, dress making class, Bollywood dance, massage, advice and guidance support, healthy eating club, hall hire, classical dance, parent & toddler group.
Rent office space to outside organisations?	No
Display publicity on notice boards/at reception?	Yes
Signpost visitors to other services in the borough?	Yes

■ The Mix

1a Cumberland Road, Plaistow E13 8LH Tel: 020 7473 5349

Rooms Available	Capacity?	Disabled Access?	Kitchen Facilities?	Chairs and Tables Available?	Cost per hour			
					Community Groups		Private / Commercial Groups	
Complete package includes: Patio/garden 1:1 chill out room Hall with mirrors Kitchen	80 people	Yes	Kitchen with cooker, microwave, fridge, kettle and urn.	Yes	Day time	Weekend	Day time	Weekend
					£10	£35	£20	£45
					Negotiable on larger bookings			
Computer suite		Yes	Not applicable	Not applicable	£50 per 3-hour session			

Contact for bookings	Valerie Brown: 020 7473 5349 or e-mail valerie@rein.uk.com
Deposit required?	Required
Restrictions	Will need to show proof of ID, status and age. All payments must be made 4 weeks in advance.
Terms and Conditions	Available on request
Facilities (OHP, flipcharts etc)	Facilities include OHP and flipcharts. A PA System and video camera is available (£20 extra for each item of equipment)
Regular activities	Youth club, bike project, table tennis, music studio, IT suite, knife awareness programme, cooking, dance workshop.
Rent office space to outside organisations?	Yes – East Media, Omega, New Life Assembly Church
Display publicity on notice boards/at reception?	Yes
Signpost visitors to other services in the borough?	Yes

■ New Martin Centre

25 Cloughton Road (junction with Boundary Road), Plaistow E13 9PN **Tel:** 020 7511 6110

Rooms Available	Capacity?	Disabled Access?	Kitchen Facilities?	Chairs and Tables Available?	Cost	
Main Hall	50	Yes – disabled toilet & level access	Kitchen with cooker and fridges	Yes – for 50	£30 per hour	Saturday lets only
John Jeffs Room	20	No	Yes – on request	Yes – for 20	£15 per hour	Weekday evening lets

Contact for bookings	Contact Margaret Elsom on 020 7511 6110 or divinecompassion1@googlemail.com
Deposit required?	£150 plus £50 cleaning
Restrictions	Main Hall available from 1pm to 11pm on Saturdays. Hall must be clear by 11.30pm.
Terms and Conditions	Yes, available on request.
Other information	Parking is not permitted in the reserved bays outside the Centre. However, there is on street unrestricted parking in side streets nearby.
Rent office space to outside organisations?	No
Display publicity on notice boards/at reception?	No
Signpost visitors to other services in the borough?	Yes

■ 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	£50 p/h (£100 per hour on bank holidays / late evenings), minimum of 6 hours for weekends. Late charges apply (use of cooker, oven for cooking / warming up incur an additional £30p/h). Concessionary rates available to community groups on weekdays
Meeting Room 1 (Michael Smith Room)	20-25 seated	Yes	Tea / coffee	Provided	£15p/h. Concessionary rate may be charged. Call in to ask for details
Meeting Room 2 (Betty Carter Room)	20-25 seated	Wheel chair lift available	Tea / coffee	Provided	£15p/h. Concessionary rate may be charged. Call in to ask for details
Meeting Room 3 (Neilson Mandela 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
Hot Desking	3 desk space	Wheel chair lift available	Tea / coffee	Basic office facilities provided	£15 per hour, discounts available from 5%, up to 25% (ask for details). Includes free use of internet; the use of a telephone, photocopier or fax machine are charged on a pay as you go basis.
Crèche	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

Contact for bookings	Ring Reception on 020 8471 2258
Deposit required?	£100 for weekend hire of hall, refundable by cheque within 7 days of event if no damage
Restrictions	No smoking. No sale of alcohol without license. No cooked food in meeting rooms.
Terms and Conditions	Available on request
Facilities (OHP, flipcharts etc)	OHP, Flipcharts
Other information	

■ Royal Docks Learning & Activity Centre

Albert Rd, North Woolwich, E16 2JB Tel: 020 7476 1666 Website: www.rdlac.org.uk

Rooms Available	Capacity?	Disabled Access?	Kitchen Facilities?	Chairs and Tables Available?	Cost	
Main Hall	120	Yes	Yes	Yes	£50.00 per hour	If you book the Main Hall you will be entitled to use our Large Sports Ground for an additional £10 per hour
Large Meeting Room	25	Yes	No	Yes	£30.00 per hour	
Small Meeting Room	12	Yes	No	Yes	£30.00 per hour	
Workshop Room	15	Yes	No	Yes	£25.00 per hour	

Contact for bookings	Contact Administrator & Letting Officer on 020 7476 1666 or e-mail: admin@rdlac.org.uk
Deposit required?	Main Hall - £250.00 cash (refundable), Meeting Rooms - £200.00 cash (refundable)
Restrictions	Hire of Main Hall for social events on Saturdays from 2.00 to 11.30pm, Sundays from 3.00 to 10.30pm
Terms and Conditions	Available at the Centre
Facilities (OHP, flipcharts etc)	Overhead projector and flipcharts are available on request. Light refreshments can also be arranged on request.
Other information	The Centre has wheelchair accessible toilets and lift. The Main Hall has full ear loop system. The Centre is easily accessible via DLR (King George V) Buses 474 & 473 towards North Woolwich Ferry/ London City Airport. Car Park available to all bookings made
Regular activities	Parent & Toddler group (Mon), Computer Class for 50+ (Tues), Healthy Cooking Group (Tues), Bingo (Tues), Coffee Morning (Weds), Salsa (Weds), Sewing Classes (Weds), Tai Chi (Thurs), Line Dancing (Thurs), Friday 50+ group, Employment Project (Tues, Weds & Thurs), After School Club (term time, Mon-Fri), Holiday Play Schemes (4-11 yrs) among many others
Rent office space to outside organisations?	No
Display publicity on notice boards/at reception?	Yes
Signpost visitors to other services in the borough?	Yes

■ St Cedd's Hall

Foster Road, Plaistow E13 8SR Tel: 020 7511 6110

Rooms Available	Capacity?	Disabled Access?	Kitchen Facilities?	Chairs and Tables Available?	Cost
Main Hall	150	Yes	Large kitchen with gas hob, small fridge freezer and sinks	Yes – for 150	£50.00 per hour

Contact for bookings	Contact Margaret Elsom on 020 7511 6110 or divinecompassion1@googlemail.com
Deposit required?	£150 plus £50 for cleaning
Restrictions	Hall available from 11am to 11pm. All music must stop at 11pm and the hall vacated by 11:30pm. The end time is not negotiable.
Terms and Conditions	Yes, available on request
Other information	On street parking (no restrictions). Ramp at the front of the building and use of disabled toilets.
Rent office space to outside organisations?	No
Display publicity on notice boards/at reception?	No
Signpost visitors to other services in the borough?	Yes

■ St Luke's Community Centre

85 Tarling Road, Canning Town E16 1HN Tel: 020 366 6402 / 6403

Rooms Available	Capacity?	Disabled Access?	Kitchen Facilities?	Chairs and Tables Available?	Cost per hour	Other details
Hall	110	Yes	Sink Only	Yes	£50	The café and the hall can be used as one venue for large occasions but special arrangements are necessary
Café	110	Yes	No	Yes	£40	
Boardroom	15	No	No	Yes	£10	

Contact for bookings	Emmanuel (020 7366 6405) eqhalm@chctcrp.org.uk or john.mcneill@chctcrp.org.uk
Deposit required?	£200 for most events
Restrictions	Café only available evenings & weekends. Boardroom during office hours only
Terms and Conditions	Available on request by fax, e-mail or post
Facilities (OHP, flipcharts etc)	Projector & audio built into hall
Other information	Food & drink can be supplied on arrangement with the onsite cafe. Concessions available for local community and community groups.
Regular activities	Annually: 1 day village festival in the grounds, in the hall 3 week summer play scheme Monthly: Venue for British Legion, ethnic dance group, ethnic youth group Weekly: Venue for horticultural mental health project, Youth Club for local children, meeting of elders group, venue for special needs adults Daily: Double Doctors surgery, Café
Rent office space to outside organisations?	Yes – available to a range of commercial tenants, social enterprises and charities
Display publicity on notice boards/at reception?	No
Signpost visitors to other services in the borough?	Yes

■ St Mark's Community Centre

218 Tollgate Rd, Beckton E6 5YA

Tel: 020 74741687

Website: www.stmarkscentre.org

Rooms Available	Capacity?	Disabled Access?	Kitchen Facilities?	Chairs and Tables Available?	Costs Per Hour	Third / Voluntary Sector Rate
Function Room	100	Yes	Yes	Yes	Mon - Fri £33 / Sat £38 to £60*	Mon - Fri £19 / Sat £33
Sports Hall	100	Yes	No	Yes	Mon - Fri £27 / Sat £38 to £60*	Mon - Fri £15 / Sat £22
Children's Centre	30	Yes	No	Yes	Mon - Fri £20 / Sat £20 to £40*	£15
Day Centre	20	Yes	No	Yes	£20	£12
Board Room	12	Yes	No	Yes	£20	£15
Church/Conference	170	Yes	No	Yes	£60	Ask for details
Garden**	100	Yes	No	Yes	Ask for details	Ask for details

* Rate after 6pm Saturday ** Large Gazebo available for hire

Contact for bookings	Barbara on 020 7474 1687
Deposit required?	Only required for functions, parties, etc.
Restrictions	Available upon request.
Terms and Conditions	Available upon request.
Facilities (OHP, flipcharts etc)	OHP, flipcharts

Other information	Open Mon to Fri 9am - 10pm, Sat 10am - 12am, Sun 9am - 5pm. Also available on Sun after 5pm. Ask for details. Kitchen available with hire of Function room for an additional single fee of £30. Catering available on request. Coffee bar open 09:30 to 15:00.
Regular activities	Dance & drama, martial arts, Kumon, maths & English classes, Lithuanian supplementary school, arts & crafts, Zumba, trampolining yoga sensory therapy for people with disabilities, Capoeira
Rent office space to outside organisations?	Yes – Forum for Health & Wellbeing, Newham Link, Newham Action Against Domestic Violence, City Chapel, Chinese Gospel Church, Seventh Day Adventist, 3hs
Display publicity on notice boards/at reception?	Yes
Signpost visitors to other services in the borough?	Yes

■ Stratford Advice Arcade

107-109 The Grove, Stratford E15 1HP **Tel:** 020 8221 1995 **Email:** advice.arcade@saaonline.co.uk

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	£5	£8
Interview Room 11	Therapy room	Yes		Yes	£5	£5	£8

Contact for bookings	Olivene Howell (Centre Manager), Jodie or Crystal (Admin/Reception) and Dayo (Night Security) on 020 8221 1995
Deposit required?	N/A
Restrictions	All rooms available 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.
Terms and Conditions	Available on request

Facilities (OHP, flipcharts etc)	OHP, TV/Video, DVD Player Recorder, flip chart paper on request. All available at additional costs
Other information	Refreshments consist of: tea, coffee, chilled water and biscuits. The Centre is fully accessible and has wheel chair accessible toilets. We are just off The Broadway, within ten minutes walking distance from Stratford Tube Station and close to a range of local bus routes.
Regular activities	We rent permanent office accommodation and hire out on a sessional basis meeting rooms, therapy and counselling rooms to individuals and organisations in the not for profit, statutory and commercial sectors. We also have Hot Desk facilities for rental, charged on a daily basis
Rent office space to outside organisations?	Yes – Newham Carers Network, Newham Childminding Association, Deafroots, United Kingdom Disabled Peoples Council, Voiceability, Groundwork London, Family Advocacy Project, Burke Niazi Solicitors
Display publicity on notice boards/at reception?	Yes
Signpost visitors to other services in the borough?	Yes

■ The Trinity Centre

East Avenue, Manor Park E12 6SG **Tel:** 020 8472 8947 **Website:** www.thetrinitycentre.org

Rooms Available	Capacity?	Disabled Access?	Kitchen Facilities?	Chairs and Tables Available?	Costs
Large Hall	175	Yes	Yes	Yes	£70 per hour during week-ends (min. booking 3 to 5 hrs) £50 per session during week days evening (2.5 to 3 hrs/session)
Day Centre	50 to 75	Yes	Yes	Yes	£40 per hour during week-ends (min. Booking 3 to 5 hrs) £45 per session during week-days evening (2.5 to 3 hrs/session)
Worship Area	300	Yes	Yes	Yes	£70 per hour during week-ends (min. booking 3 to 5 hrs) £60 per session during week-days (2.5 to 3 hrs/session)
Class room 1	20	Yes	Yes	Yes	£15 per hour (min. Booking 2.5 to 3 hrs) £40 per session (2.5 to 3 hrs/session)
Class room 2	20	Yes	Yes	Yes	£15 per hour (min. Booking 2.5 to 3 hrs) £40 per session (2.5 to 3 hrs/session)
Meeting Room	10	No	Yes	Yes	£10 per hour during week-days (min. Booking 2.5 to 3 hrs) £25 per session during week-days (2.5 to 3 hrs/session) £15 per hour during week-ends (min. Booking 2.5 to 3 hrs) £40 per session during week-ends (2.5 to 3 hrs/session)
Art Room	12	No	Yes	Yes	£10/hr during week-days & week-ends (Min. booking 2.5 to 3hrs) £25/session during week-days & week-ends (2.5hrs to 3hrs)
Kitchen	6	Yes	Yes	Yes	£7.50/hr if booked, however, it comes free with Large Hall, Worship area & regular bookings

Contact for bookings	Paul Chelliah (Operations Director) on 020 8472 8947 or e-mail: paul@thetrinitycentre.org
Deposit required?	Regular booking from £50 & Casual booking £200 (refundable)
Restrictions	No smoking, alcohol or illegal substances on premises. No food or drinks consumed in the Worship Area.
Terms and Conditions	Available on request
Facilities (OHP, flipcharts etc)	Tables, chairs, whiteboard, screens, OHP projector, flipchart & stage special lightings.
Other information	<p>All spaces are fully wheelchair accessible. Disabled toilets. Lifts to first floor.</p> <p>Kitchen is only available for use with large hall, worship area & regular bookings or if booked.</p> <p>We hire our venue for social functions/meetings/conferences and also have office spaces to lease as well as rent-a-desk facilities, all with free internet access (rent negotiable).</p> <p>Our centre is easily accessible via tube and bus services. For buses 101, 104, 238, 300, 376, 147 to East Ham Tube Station. We are just off High Street North, within five minutes walking distance from East Ham Tube Station.</p> <p>Our opening hours: Monday to Sunday 8am to 10pm.</p>
Regular activities	The centre hosts a very wide range of activities. See the website for further details or contact the Operations Director.
Rent office space to outside organisations?	Yes – the KE Foundation
Display publicity on notice boards/at reception?	Yes
Signpost visitors to other services in the borough?	Yes

■ The Well Community Centre

49 Vicarage Lane, East Ham E6 6DQ

Tel: 020 8586 7070

Email: info@bonnydowns.org

Rooms Available	Capacity?	Disabled Access?	Kitchen Facilities?	Chairs and Tables Available?	Costs
Main Hall	120 seated	Yes	Yes	Yes	£60 per hour weekends (inc use of kitchen) £35-£40 per hour weekdays
Children's Centre	25 seated	Yes	Yes	Yes	£35 per hour weekends, £20-£30 per hour weekdays
Training Room A	18 seated	Yes	Yes	Yes	£20 per hour weekends & weekdays
Training Room B	18 seated	Yes	Yes	Yes	£20 per hour weekends & weekdays
Training Rooms A&B	40 seated	Yes	Yes	Yes	£35 per hour weekends, £30 per hour weekdays
Counselling Room	6 seated	Yes	Yes	Yes	£12 per hour weekdays

Contact for bookings	Linda Knowles/Tracey Pease (Centre Managers) on 020 8586 7070
Deposit required?	50% deposit, plus £100 refundable damage deposit with no alcohol or £200 refundable damage deposit with alcohol
Restrictions	We have strict rules regarding the use of alcohol
Terms and Conditions	Available on request
Facilities (OHP, flipcharts etc)	Overhead projector & flip charts available on request.
Other information	Centre is fully accessible for wheelchairs with two disabled toilets. We are located off High St South and close to a range of local bus routes including route 300.
Regular activities	Tai-Chi, Yoga, Line-dancing, Coffee Morning, Zumba, Music & Movement, Chair based exercise, Salsa, Quadrille Dance, Teach yourself French, Creative Writing, Toddler groups, Darts, Short mat bowls, Craft groups, Kerry Jane Dance School, Axis Saturday tuition school, Alzheimers groups, Church services.
Rent office space to outside organisations?	Yes – Bonny Downs Baptist Church, Communica Global
Display publicity on notice boards/at reception?	Yes
Signpost visitors to other services in the borough?	Yes

■ Winsor Park Resource Centre

20 Warwall, Beckton, London, E6 6WG

Tel: 020 7476 6555

Rooms Available	Capacity?	Disabled Access?	Kitchen Facilities?	Chairs and Tables Available?	Cost
Hall	50	Yes	Yes	Yes	£25 per hour

Contact for bookings	Marcia Thompson on 020 8522 2624 or Roger Homer on 020 8476 6555
Deposit required?	£100 damage deposit
Restrictions	Opening hours: Monday – Friday 09:00 – 23:00 Nursery: Monday – Friday 07.30 - 19.00 Weekends upon request
Terms and Conditions	Hirers must be aged 18 or over. Cash or cheques are no longer accepted as a method of payment
Facilities (OHP, flipcharts etc)	Wi-Fi access, OHP, Laptop (upon request), Flipcharts, White boards
Other information	Male, Female & Disabled Toilet, Nursery based on site, Newham Workplace Hub

■ Woodgrange Community Centre

Bluebell Avenue, Manor Park, E12 6UJ Tel: 020 8503 5041

Rooms Available	Capacity?	Disabled Access?	Kitchen Facilities?	Chairs and Tables Available?	Cost
Large Hall	100	Yes	Yes	Yes	£25 - £35 per hour

Contact for bookings	Marcia Thompson on 020 8522 2624 or Francis Jacob on 020 8503 5041
Deposit required?	£100 damage deposit
Restrictions	Opening hours: Monday – Friday 09:00 – 23:00
Terms and Conditions	Hirers must be aged 18 or over. Cash or cheques are no longer accepted as a method of payment
Facilities (OHP, flipcharts etc)	Flipcharts, OHP/ Laptop (upon request)
Other information	External Children's Play area



Community Buildings – A Good Practice Guide

ISBN: 978 0 95408931 3

Published February 2011

Download for free [PDF] from:

<http://www.aston-mansfield.org.uk/what-we-do/community-involvement-unit/ciu-publications/>

A good practice guide aimed at organisations in the voluntary and community sector, including settlements and community associations that are running community buildings.

Published by:

Aston-Mansfield Community Involvement Unit,
Durning Hall Community Centre,
Earlham Grove,
London E7 9AB

■ About the Community Involvement Unit (CIU)

The Aston-Mansfield Community Involvement Unit (CIU) is a team of specialists providing a comprehensive package of quality advice and information aimed at supporting and strengthening voluntary and community groups.

- We provide advice on organisational and financial development to voluntary and community groups across east London.
- We provide fundraising advice and support including using Grant Finder, a comprehensive database of funding opportunities.
- We have worked with Newham NHS to develop a Health Toolkit to help voluntary and community groups to measure the health impacts of their work.
- We have played an active part in the development of the Newham Compact.
- We facilitate the Newham ESOL Exchange, bringing together statutory, voluntary and private sector ESOL providers to improve the provision of English for Speakers of Other Languages in the borough. This includes the production of a regularly updated, comprehensive guide to ESOL classes in Newham.
- We organise events including networking lunches and 'Meet the Funders' meetings.
- We provide a comprehensive Third Sector library and resource centre.
- We offer Seed Grants to newly formed or completely unfunded groups in Newham to help them in the early stages of their development.
- We provide a monthly mailing to around 600 groups, available for local organisations to use at a minimal cost.
- We provide a community research service providing tailored research projects and end-of-project evaluations.
- We offer a shared Community Office at the Froud Centre in Manor Park.
- We produce the 'Newham Directory of Religious Groups', currently available online at www.newhamfaiths.org.uk.

For further information on the Community Involvement Unit, contact:

Kevin Blowe (CIU Coordinator) on 020 8536 3825 or e-mail kevin.blowe@aston-mansfield.org.uk

BRITANNIA VILLAGE HALL **CRANBERRY LANE CENTRE** DURNING
HALL **FLANDERS CENTRE** FROUD CENTRE **GRASSROOTS**
RESOURCE CENTRE HAROLD ROAD CENTRE **THE HARTLEY**
CENTRE THE HUB **ITHACA HOUSE** LONDON TAMIL SANGAM **THE**
MIX NEW MARTIN CENTRE **NEWHAM AFRICAN CARIBBEAN**
RESOURCE CENTRE ROYAL DOCKS LEARNING & ACTIVITY CENTRE
ST CEDD'S HALL ST LUKE'S **ST MARK'S** STRATFORD ADVICE
ARCADE **THE TRINITY CENTRE** THE WELL CENTRE **WINSOR PARK**
RESOURCE CENTRE WOODGRANGE CENTRE

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