



Community Voluntary Service Information Sheet

43 Bromham Rd Bedford MK40 2AA | Tel: 01234 354366 | Email: info@cvsbeds.org.uk

Services and Charges

Our ground floor rooms at 43 Bromham Road offer a variety of flexible spaces suitable for meetings, training, interviews or functions available for use by charities, voluntary organisations, community groups, and social enterprises.

We are located on the A4280, close to Bedford town centre, and just five to ten minutes' walk to the bus and train stations.

We have five rooms which can be hired individually and are served by a central space with tea and coffee facilities. Our reception staff will organise for visitors to be signed in and out so all you need worry about on the day is the event that you are managing. If you require food, buffet lunches can be arranged directly with outside caterers.

- **The Harpur Room** caters for up to 40 people theatre style or 18 people boardroom style. Equipped with tables and comfortable chairs it is ideal for training sessions, meetings or away-days.
- **The Rex Woods and Meeting Room 3** cater for up to twelve people and are ideal for smaller training sessions or meetings.
- **Meeting Rooms 4 and 5** cater for up to 4 people each and provide an ideal venue for smaller meetings or one-to-one sessions. We also have space available for hot-desking, so if you are looking for a short-term office arrangement, occasional hours or are not yet sure whether our building is right for you, you can hire fully-serviced desk space by the day.

All rooms are fully-accessible and larger rooms have audio and visual equipment fitted for presentations, training videos etc. Wi-fi connectivity is available to all our visitors hiring these facilities.

Room Hire Costs

Room	Accommodation	Voluntary Organisations	Non-Voluntary Organisations
Harpur Room	40 people - theatre style 18 people - board room style	£10.00 per hour (2 hours minimum)	£25 per hour (2 hours minimum)
Rex Woods / Meeting Room 3	12 people - board room style	£8.00 per hour	£16 per hour
Meeting Room 4 / Meeting Room 5	4 people – interview style	£5.00 per hour	£10.00 per hour

Strengthening local social action

Optional Extras

- ✓ Unlimited tea and coffee for up to four hours 50p per person
- ✓ Unlimited tea and coffee for over four hours £1.00 per person
- ✓ Contact us for details of local buffet providers

Other Services

We offer the following additional services for voluntary organisations:

Photocopying	A4 mono	5p per side
	A3 mono	10p per side
	A4 colour	25p per side
	A3 colour	50p per side
Laminating	A4	50p per sheet
	A3	£1 per sheet
Comb-Binding	A4 Comb only	25p per comb
	A4 With plastic cover	30p per comb

Equipment Hire

Voluntary organisations may hire the following equipment for external use:

Urn	£5.00 per day or weekend
A1 flip chart	£5.00 per day or weekend
Projector (screen also available)	£5 per day
Laptop	£5 per day
Display Board – table top	£5.00 per day or weekend
Display Board – full height	£5.00 per day or weekend
Collection Tins	Donation

Want to book?

If you would like to make use of our room facilities or other services, please read our conditions of hire and then use the form available on our website at www.cvsbeds.org.uk/43/OfficeSpace/ and send your request to info@cvsbeds.org.uk

Strengthening local social action

Meeting Rooms Conditions of Hire

General Information

- If the person booking the meeting room/s will not be in attendance for the duration of the booking, then it is essential to ensure that there is somebody present with the authority to ensure that conditions are observed.
 - The hirer undertakes to accept responsibility in the event of any claim for loss, damage or injury arising of their use of the premises. Hirers should ensure that they have adequate public liability insurance.
 - The hirer is responsible for ensuring that the premises are not used for any purpose other than that stated on the booking form.
 - Hirers should allow time, within their booking, to set out the meeting room/s to meet their own requirements, and for replacing furniture in the prescribed layout.
 - Premises must be left clean and tidy - refuse bags are available on request from CVS and hirers should ensure that any rubbish is placed in these bags.
 - Smoking is not permitted anywhere on the premises.
 - The premises are not licensed for public entertainment. Alcohol should not be served in circumstances that require a licence.
 - Occupants should be mindful of other users within the building and keep any noise to a reasonable level.
 - The premises are shared with other organisations. CVS reserves the right to request that a person leave the premises should that person's behaviour become unruly or abusive. If the event is cancelled as a result of this action then CVS regrets that no refund of hire charges will be given.
 - Car parking is not available on site - The hirer should draw attention of parking arrangements to their visitors. A location map and details of the nearest public and off-road car parking are available on our website at www.cvsbeds.org.uk
-

Kitchen and Catering Arrangements

Due to hygiene regulations, the kitchen may not be used for the preparation of food. The hirer should inform CVS of any arrangements with outside caterers. Payment should be arranged prior to delivery, CVS does not take responsibility for non-delivery of refreshments. The hirer should provide their own tea, coffee, milk etc unless this has been included within the hire package. Cutlery and crockery is available on request. The hirer should place all items for washing up in the kitchen area. The hirer should not attempt to operate the dishwasher without the authorisation of a member of CVS staff.

Fire and Accidents

It is the hirer's responsibility to pass on information about emergency procedures to all those attending their event. At no time during the period of hire should any emergency exit from the premises be obstructed nor should any fire apparatus on the premises be interfered with. All proper precautions for the prevention of accidents to any persons on the premises during the period of hire must be made.

Cancellation

If the booking is cancelled within 7 days of the date of hire then a cancellation fee equivalent to the hire charge will be levied.

In the event of any breach of the conditions laid out in this document, or in the event of any misstatement on the booking form or any material omission from the form being discovered, the hiring may be cancelled without prior notice in the absolute discretion of the CVS Board of Trustees. Any charges paid, including the hiring charge, may be forfeited.

CVS Board of Trustees reserves the right to cancel this agreement. In this event all fees will be returned to the hirer.

Strengthening local social action
