

Station House room hire rates from January 2019

Enquiries: admin@mih.org.uk 0208 340 2474

A **£200.00 deposit** is required to secure room bookings. This is *in addition* to the hire cost but fully refundable after the event providing the premises are left as found and the event does not overrun. The deposit may also be retained in the event of a late cancellation less than two weeks prior to the event.

Main hall hire cost per hour – Maximum capacity 75 standing, 40 seated

	Weekdays 8am-5pm	Evenings 5pm-9pm	Weekends 9am-9pm	Weekends after 9pm
Commercial Hire	£60	£70	£70 (minimum 3hrs)	£80
Private functions	NOT AVAILABLE	£50	£50 (minimum 3hrs)	£60
Charity Rate*	£30	£35	£35 (minimum 3 hrs)	£45

Quiet room hire cost per hour – Maximum Capacity 30 standing or seated

	Weekdays 8am-5pm	Evenings 5pm-9pm	Weekends 9am-9pm	Weekends after 9pm
Commercial Hire	£40	£50	£50 (minimum 3hrs)	£60
Private functions	N/A	£30	£30 (minimum 3hrs)	£40
Charity Rate*	£10	£20	£20 (minimum 3 hrs)	£30

*The full hire cost must be paid by **two weeks** before the intended booking; otherwise Mind in Haringey reserves the right to cancel the booking.*

*Cancellations: A minimum of **two weeks**' notice is required when cancelling a booking. Mind in Haringey reserve the right to retain the booking deposit in the event of late cancellations.*

Deposits made by credit card can only be refunded as cheques. Therefore we recommend that hirers pay their room hire deposit separately by cheque or cash, which can be collected after the event.

You must provide a risk assessment for your event - we will provide the form.

You must ensure that you have sufficient time to set up and clear away during the hire period – you will be charged for any extra time.

Booking can only take place if you sign for the terms and conditions.

We do not provide refreshments generally unless by special arrangement. Clients may use the kitchen facilities as requested, including oven/hob, microwave, fridge and tea urn.

Please note that room availability will be affected by Mind in Haringey's own programme of activities.

Bookings for local authority meetings and events are charged at the private rate.

**Charity organisations will need to provide a registered charity number and confirmation of the booking from an executive to qualify for the reduced rate.*