



Community Resource Centre

FACILITIES AVAILABLE

- All rooms are available to book from 8 am until 9 pm.
- Access to our online booking system so that you can view, amend or cancel your bookings.
- Ground and first floor rooms.
- The building is fully accessible, with a ramp provided at the front and a lift to the first floor.
- Disabled toilet with baby changing facilities located on the ground floor.
- Wi-fi and tea/coffee are included in the hire charge.
- A TV monitor in the main entrance hall which shows daily bookings.
- Waiting room with an internal telephone for visitors to contact individual rooms.
- Small kitchen on the ground floor for making drinks and light snacks.
- Our larger rooms can be adapted to suit your needs. Whether you require a more formal layout for a conference or meeting, or a clear working space for First Aid training or a Yoga session. They are equipped with a TV/monitor.
- Our smaller rooms are ideal for a counselling session, team or one-to-one meetings and can accommodate one to six people.
- There is a small car park to the rear of Dove Lodge for one car per room hire booking. We politely request that all other users park off-site. There is ample street parking around Dove Lodge, four car parks, bus stops and a railway station within walking distance. We have two on-site disabled spaces at the front of the building.
- A bicycle rack is located to the north side of the building.

ROOM SET-UP

Please remember to add setting up and clearing away time to your booking; rooms will not be available until your booking time commences.

Users are expected to set up their room as required and return it to its original layout ready for the next user. All windows/doors should be closed and lights turned off prior to leaving.

Load any used crockery into the dishwasher. A surcharge may apply if this requirement is not met.

NOTICE OF CANCELLATION

Users can change/cancel their bookings only up to 72 hours before the start. Any cancellation notice received outside of this time frame will incur the full hire charge.

Invoicing

Our standard terms are month-end invoicing for established users; we reserve the right to charge in advance of booking at our discretion.

ADDITIONAL INFORMATION

- If you are booking on behalf of someone else (i.e. a trainer), please advise the name of the User so that we can provide a temporary PIN number (or a security pass for regular bookings), which will give access to the car park and building.
- It is the responsibility of the User to look after their attendees. When visitors arrive, we will direct them to the waiting room for the User to collect them when they are ready. Alternatively, the visitor can use our internal telephone to let the User know that they have arrived.
- If you are hiring the Amberley room, we ask that attendees use the back door to the room to come and go. As other organisations use our facilities, this will keep corridor 'traffic' and noise to a minimum, and they will not have to wait to be let into the front of the building.
- There are chairs and collapsible tables available in the Amberley, Jubilee and Room 8, as required.
- The Amberley Room has air conditioning.

For further information or to arrange a viewing, please contact us on 01903 719451, Option 1 or bookings@dove-lodge.org.uk.