

# Circuit Hub Bookings



To book all or part of the Circuit Hub, please contact us on:

yorkcircuitresources@gmail.com or yorkcircuitoffice@gmail.com or 01904 499661

- The person making the booking will need to complete a booking form.
- If you require a key to access the premises, you will also have to complete a declaration form to comply with our safeguarding procedures.
- Our Safeguarding Policy and further details on our safeguarding procedures can be found on our website: <https://www.yorkmethodist.org.uk/about-us/safeguarding.html>
- You can find information about our data protection policies at <https://www.yorkmethodist.org.uk/about-us/protecting-your-personal-information.html>

## Facilities and expectations

- All users have shared use of kitchen and toilet facilities.
- The hire fee include tea and coffee (you will need to bring your own milk). We aim to use Fairtrade tea and coffee as well as other products where possible.
- Tables and chairs can be set up how you wish, however please return the Upper Room and Hot Office to their original setups at the end of your booking. Please do not block doors or fire safety equipment.
- All users will be expected to leave rooms in a usable condition. Unless other arrangements have been made please ensure all rubbish and recycling are placed in the appropriate bins and that surfaces are wiped down as necessary at the end of your booking.
- In some circumstances an additional cleaning fee may be applied and this will normally be arranged when making the booking.
- Wifi access can be made available on request, please note our acceptable use policy (available on noticeboards in the Hub and at <https://www.yorkmethodist.org.uk/about-us/safeguarding.html>)
- The Melbourne Room also includes two large screens, camera and microphones for video conferencing with Zoom. If you wish to use this please tell us when making your booking.

## Fees

Room	Full rate	Community rate (25% discount on full rate)
Melbourne Room (up to 40 people)	£20 per hour	£15 per hour
Upper Room (up to 15 people)	£15 per hour	£11.25 per hour
Hot Office (office/ 1-to-1 meetings)	£10 per hour	£7.50 per hour
Whole building (Melbourne room, Upper room and Hot office)	£30 per hour	£22.50 per hour

Please tell us when making your booking if you think your group qualifies for the community rate- this normally includes charities and community non-profit groups.

### York Methodist Circuit Hub

Melbourne Terrace Methodist Church, Cemetery Road, York, YO10 5AF

Tel No. 01904 499661 Email: yorkcircuitoffice@gmail.com Website: [www.yorkmethodist.org.uk](http://www.yorkmethodist.org.uk)

## The Melbourne Room



## Upper Room

