

# The Lighthouse Project

Unit S6b/c Middleton Shopping Centre, Limetrees Road, Middleton M24 1AZ

Tel: 0161 643 1163

Email: [rooms@lighthouseproject.org.uk](mailto:rooms@lighthouseproject.org.uk)



## Room Booking Guidance Notes

### 1. Enquiries

To enquire about the facilities available, and to hire rooms within the Lighthouse Project, please contact Pam Semp (Centre Manager) or Cath Stott (Room Hire Administrator) on 0161 643 1163, or via email to [rooms@lighthouseproject.org.uk](mailto:rooms@lighthouseproject.org.uk), or by completing the online enquiry form on our website.

### 2. Booking Procedure

Provisional bookings can be made in person, by telephone, by email, or by online enquiry, see above.

- All bookings are to be confirmed in writing through completion of the **Booking Form**.
- A Room Booking form will be sent to you to complete once your provisional booking has been agreed, or it can be downloaded from our website.
- **No booking is confirmed until receipt of a completed Booking Form.**

No deposit is required to confirm a booking, however the following payment terms apply:

- New Hirer or One-off Room Booking: Advance Payment Required before date of room use
- Repeat Hirer, or Block Bookings: Payment by BACS following issue of Invoice
- Long-term Room Hire: Payment by agreement, quarterly by BACS payment

The Lighthouse Project reserves the right not to accept any booking, and to request such information from prospective hirers as is reasonable to enable them to reach a decision on any application for room hire.

Please be aware that there are some types of activity that are not compatible with our ethos, as a Christian based organisation, and as such we may not be able to accommodate your proposed activity. If you are unsure about this then please enquire accordingly in advance.

### 3. Room descriptions and information

We have a variety of rooms available for hire at the Lighthouse Project, and we've given an outline of the types, sizes and capacities below. If you are unsure if a particular room will be suitable for your needs we would always recommend and welcome a visit to view the rooms for yourself prior to confirming a booking.

**Interview Rooms** - The Library room and Potting Shed (3m x 3m)

Suitable for one-to-one meetings or up to 4-5 people in an informal meeting.

**Standard Meeting Room** – Green Room (6.8m x 4m)

Our regular meeting/training/activity room with capacity for up to 28 in theatre style and 15-20 around tables, depending upon layout. Suitable for group training, meetings and activities.

**Medium Meeting Room** – Orange, or The Hive (8m x 4.6m)

A larger meeting/training/activity room with capacity for up to 30+ in theatre style, or 20+ around the typical U-shape format of tables depending upon specific layout. Suitable for group training, meetings and activities.

**Large Meeting Room** – Cherry Room (9m x 9m)

Our large meeting/training/activity room with capacity for up to 50+ in theatre style, or 40 people around tables, subject to layout. The room has some comfortable soft break-out seating for alternate layouts. Suitable for group training, meetings and activities.

## **Conference & Training facility - Conference Room (10m x 15m)**

Our conference, training, and events facility is suitable to be used in a number of different configurations, and for different purposes, such as conferences, training, large group meetings, presentations, exhibitions, etc. It is a purpose built facility with Wi-Fi, AV, multiple screen projection, lighting, and sound system capability.

The room can seat up to 120 people in theatre style, or around 90 people around circular tables, with 30+ in perimeter bench seating.

## **IT Suite/Training Room**

One of our specialist training / activity rooms with a capacity for up to 20 people, including tutor, at fixed PCs and space for 4-6 people using laptops/tables at desks. Interactive whiteboard and overhead projection.

## **Kitchen**

One of our specialist rooms, our training kitchen can be used for catering preparation, as well as cooking classes and practical demonstrations suitable for up to 6-8+ people. Suitable for small group training and activities.

## **4. Equipment Hire**

The following additional charges are applicable:

Data Projector Hire	£30.00 (inc with Conference Room)
Laptop Computer	£25.00
Flip Chart stand, paper & pens	£10.00
Wireless Internet	£ 3.00 for interview rooms
	£ 6.00 for regular and medium sized rooms
	£ 9.00 for Cherry Lounge – free for block and long-term bookings
	£15.00 for Conference Room

Conference room PA system – cost on request and subject to specific needs.

## **5. Refreshments and Catering**

We have several options for refreshments:

- Tea/Coffee and biscuits served at pre-arranged times at a cost of £1 per person, per serving.
- 500ml bottled water - £1.00p per bottle
- Obtain refreshments at our coffee bar on a self-serve basis and make a donation
- Bring your own tea/coffee/milk and we can provide hot water and cups free of charge

We are situated in Middleton Shopping Centre with access to several local cafes, sandwich bars, and bakery's (e.g. Costa, Greggs, Pound Bakery, Subway) etc.

## **6. Cancellation and Refunds**

Booking cancellations should be made in writing, by email to [rooms@lighthouseproject.org.uk](mailto:rooms@lighthouseproject.org.uk)

Cancellations can be made up to 48 hours before the booking without charge. Cancellations that occur after that time will be charged at the full agreed rate.

Refunds of any booking fees paid in advance of a cancellation will only be made in the event of a cancellation by a hirer where more than 48 hours prior notice is given.

If the Lighthouse Project is obliged to cancel a confirmed booking due to circumstances beyond its reasonable control, the liability of the Lighthouse Project to the hirer will be limited to refunding any charges already paid.

## 7. Fire Regulations, security and Safety

On arrival, or in advance of attendance, the hirer shall acquaint themselves with the nearest fire exits and assembly points when using the building for the first time. The assembly point is in the car park of the Edgar Wood Public House (Formerly the Dusty Millar) adjacent to McDonalds. In the event of a fire, or emergency evacuation, Staff will direct you and your group to the agreed assembly point away from the building.

All visitors, including tutors and attendees of meetings at the Lighthouse, will be required to sign-in to our Visitor system before being allowed access to the premises. This is for safety and fire evacuation compliance. We may agree to do this in conjunction with your attendance records.

Please be aware that there is a 24hour CCTV system operational within the Lighthouse Project centre, including coverage of rooms that are hired. This is used for safety and security purposes only, and is only accessible to authorised personnel.

Hiring groups are responsible for looking after their own equipment, and personal belongings of those attending as part of their group, event or activity. The Lighthouse Project is not liable in the event of loss or damage to such items.

## 8. Location (Parking and Access)

Middleton Shopping Centre is located adjacent to Middleton's main bus terminus, and there is a pedestrian access directly opposite the bus station.

The Lighthouse Project is situated on the second floor of Middleton Shopping Centre which is at the same level as the Shopping Centre's main roof-top car park. Lift access is available between the ground and second floor.

We do not have our own parking, but you can use the parking for the Shopping Centre. This parking is free for up to 5 hours, and after that there is a charge payable by App. See details in the car park. There are several other car parks available in Middleton Town Centre, some of which are also paid, and some offer free parking for up to 3 hours. These car parks are used at your own cost and do not form part of the room hire agreement.

For groups hiring rooms for longer than 5 hours we are able to validate attendees car parking on site before they leave, which means that there is no parking charge. If attendees fail to validate their cars before leaving they will be subject to the Shopping Centres parking fees and process. To validate attendees speak with the Staff team.

## 9. Promotion

The Lighthouse Project is able to advertise events and room activities on its website, Facebook Page, and within the Lighthouse Project itself if this is of interest to the hirer. Please indicate if you would like us to advertise your event/activity in our publicity material, there are no charges for doing this.

## 10. Terms and Conditions of Hire

When using the Lighthouse Project Centre you are responsible for:

- a) Paying the agreed room hire costs in time
- b) Leaving the rooms you have used clean and tidy
- c) Switching off lighting and heating when you leave
- d) Reporting any breakages, spillages or damage to the Centre Manager
- e) Paying for the costs of any damage, repair or replacement to contents or building if applicable

## 11. Liability

Hirers and their attendees are personally responsible for the safekeeping of their own possessions and personal effects, and should act accordingly. In this regards the Lighthouse Project accepts no responsibility or liability in respect of the loss of, or damage to, personal property or equipment suffered at the Lighthouse Project Centre or in connection with the use of the premises.