



PHOENIX

86-90 Winchcombe Street, Cheltenham, GL52 2NW Tel: 01242 511237

A community resource (not for profit) offering meeting and function rooms for hire in a bright and modern environment close to Cheltenham town centre. The building is fully wheelchair accessible and we offer competitive rates with concessions for charity and non-profit making organisations.





PHOENIX

86-90 Winchcombe Street, Cheltenham, GL52 2NW Tel: 01242 511237

Area	Private & Professional Hirers Hourly Rate	Community Organisation & Non-profit making groups and training Hourly Rate	Charities and non-profit services directly benefitting vulnerable people* Hourly Rate
Phoenix Suite Up to 60 people	£18.00	£13.00	£10.50
Lansdown Room Up to 15 people	£13.00	£10.50	£8.00
Montpellier Room Up to 25 people	£15.50	£13.00	£10.50
Café Up to 20 people	£15.50	£13.00	£10.50
All or multiple facilities	Prices/hours by negotiation		
Tea/Coffee	£1.10 per person		
TV/DVD (subject to availability)	£5.50 per booking		
Projector & screen	£15.50 Phoenix £5.50 other rooms		
Cupboard or storage space hire	£6.50pw		
<p>No parking without prior consent – we do not offer parking during our core operating hours but are situated close to central car parks and all major bus routes. Details on request. Minimum Charge – 30 mins *The lowest rate is only applicable when vulnerable people are directly receiving care or support during the duration of the room booking.</p>			



St Vincent's & St George's Association

PHOENIX
86-90 Winchcombe Street, Cheltenham, GL52 2NW Tel: 01242 511237

Terms of Hire

- | | | | | | | | | | |
|---|---|----------------------------|------|------------|-----|---------------------------|-----|-----------|-----|
| <ol style="list-style-type: none"> 1. The Hirer must be 21 years of age or over and present during the booking or have designated a named responsible person for the duration of the booking and must supply us with the name of this person who will also need to be over 21 years of age. 2. For one-off or short term bookings a deposit of £50 must be made by cash or cheque to be returned upon successful completion of the booking. Long-term bookings are arranged by negotiation. 3. Charges include: Use of reception area, toilets, tables, chairs, lights and heating. No tea, coffee, milk, food is provided. 4. The Hirer is responsible for ensuring that emergency exits are kept clear and that they are familiar with the location of exits, fire extinguishers and first aid points. Maximum room numbers must be adhered to for compliance with fire regulations. 5. CCTV is in operation in the building and may be used in the event of issues arising. 6. St Vincent's & St George's Association accepts no liability for the theft, loss or damage of any property brought onto the premises or any vehicle parked on the forecourt. 7. Smoking is prohibited in the building and on the forecourt, the smoking area is situated to the side of the building and a smoking bin is provided. | <ol style="list-style-type: none"> 8. Any booking is subject to approval by St Vincent's & St George's Association. 9. The Hirer must be present during the booking and must not leave the premises until a member of staff is present to secure the building. 10. The use of blu-tac, nails, drawing pins, tape etc is prohibited. 11. Upon completion of the booking the premises must be cleaned and all rubbish removed. Failure to do so may result in the retention of your deposit. We do not offer waste removal facilities and a charge will be made for any waste left on the premises. 12. Parking is available by negotiation only. 13. The Hirer is entitled to use only the areas booked, any use outside this booking will incur a charge. 14. All bookings to be confirmed in writing, cancellation charges apply as follows: <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>Less than 24 hours' notice</td> <td>100%</td> <td>1 -2 weeks</td> <td>10%</td> </tr> <tr> <td>24 Hours - 1 Weeks notice</td> <td>75%</td> <td>2 weeks +</td> <td>Nil</td> </tr> </table> | Less than 24 hours' notice | 100% | 1 -2 weeks | 10% | 24 Hours - 1 Weeks notice | 75% | 2 weeks + | Nil |
| Less than 24 hours' notice | 100% | 1 -2 weeks | 10% | | | | | | |
| 24 Hours - 1 Weeks notice | 75% | 2 weeks + | Nil | | | | | | |



PHOENIX
86-90 Winchcombe Street, Cheltenham, GL52 2NW Tel: 01242 511237

Room Hire:

Phoenix also has available for hire a commercial grade kitchen, workshop spaces, a café and a wheelchair friendly kitchen amongst other spaces. Please contact us to find out what we can offer you. Types of functions we currently support:

- **Other charities**
- **Church Groups**
- **Business & Networking Functions**
- **Children's Parties**
- **Family Parties**
- **Social Groups**

The building is flexible and we offer discounts for long term and block bookings.

Contact Kirstie Somerville to find out more or call in to the centre to have a look around and see how the premises might benefit you.

emma.nhachi@stvsandstgs.co.uk

01242 511237

Phoenix is situated close to several local car parks and disabled parking may be available on request.