

**Studley Green Community Association
Studley Green Community Centre
Lambrok Road
Trowbridge
BA14 9HA**

Thank you for enquiring about the hire of our Community Centre.

Please look at a copy of our “Terms and Conditions for Hire” along with the relevant application form for making a booking.

It is important that you read our conditions of hire carefully and if you have any questions to discuss them before any application for booking. Please be aware that a booking cannot be secured before a completed form has been received by us and any deposit paid.

We would particularly like to draw your attention to the conditions in respect of hire for parties that finish at night and our expectations regarding the exiting of the building – conditions 5, 6, 11, 12 and 13; condition 18 in respect of fixing to walls; condition 5(b) in respect of insurance that may apply and condition 21 and 22 in respect of occasional licences and its display.

This community centre is run and managed by members of The Association which is made up of volunteers and, as such, it will be a volunteer who lets you into the building at the start of your function and locks you out at the end of it. It would be very much appreciated if you can have the building cleaned and ready to vacate at the agreed time otherwise additional costs could be incurred.

We are proud of this community centre building and wish to maintain it properly in order that many people can enjoy the use of it in the future.

Should you have any comment as a result of your hire please do not hesitate to draw our attention to it.

Regards

Joanne Gray

Chair - SGCA

**The Studley Green Community Association is a registered charity (reg.no. 285503) and is managed entirely by volunteers.
Committee: President: Mr R Culverhouse; Chair: Miss J Gray; Vice Chair: Miss L Ellis; Secretary: Mr T Bazan;
Treasurer: Mr D Carradus**