

Private Events Policy

Purpose

The Centre is run by volunteers and is unmanned, so nobody from the Centre is on site during a booking. What keeps the building safe is that a hirer is running their own activity in it and is answerable for it — they know the building and look after it. A private event has nobody in that role. This policy says why the Centre does not take private bookings, and the one exception it makes.

Scope

This policy applies to every request to hire any part of the building for a private event, however the request arrives and whoever it comes through.

A private event is one where nobody is running their own activity — a party, celebration, reception or similar one-off gathering where the building is simply the venue. The name on the booking does not decide it: a gymnastics party, or an inflatable football match party, run by the hirer who already runs those sessions is that hirer's own activity under different branding and pricing, so it is a regular booking and this policy does not apply to it.

Policy

The Centre is not an events venue and does not take private bookings.

The exception

A longstanding regular weekly hirer may occasionally hold an event connected with their own group and its activity. The named hirer must be present in the building for the whole event, and is responsible for it exactly as for their regular sessions.

Occasional hirers do not qualify. A private event cannot be brought within the exception by routing the booking through another hirer: the event must be the hirer's own.

NOTE

No private event may go ahead without written confirmation from the Centre that the exception applies. A booking added without it will be removed.

Responsibilities

The building manager decides whether the exception applies, via bookings@maidenheadcentre.org.uk. The building manager will consult with the trustees in cases of doubt.

Review

This policy should be reviewed at least annually, or sooner if practice changes.

Contact

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Registered charity in England and Wales ([1170937](#)).