Terms & Conditions

For your Safety:

- No smoking is allowed in any part of the building

- Please do not block gangways or the exit doors

- The event organiser is responsible for the prevention of any activity that may endanger public safety, for example preventing disorderly behaviour, over-crowding, and ensuring that health and safety requirements are observed

- There are fire extinguishers throughout the building

- If there is a fire, leave the building by the nearest exit door and telephone 999. Please go to the assembly point in the car park

- Please ask if you want to use your own electrical equipment as a **PAT Certificate** is required

Loss and Damage:

- Please let us know of any damage to the room or equipment. You may be asked to pay for any repair or replacement costs due to damage or loss caused while the room was hired to you

Noise:

- Please do not make excessive noise as this may disturb others in the building or neighbours

When you leave (no later than 11pm)

- Please ensure you have all of your belongings

For more information about room hire and building use please ask to see the Lantern User Guide

The Lantern

Meadow Farm Drive

Shrewsbury SY1 4NG

Tel: 01743 250800

Email: thelantern.scf@shropshire.gov.uk

What's available

Community Library

Equal Access Library

Café

1st Floor meeting rooms

IT Suite

Community Hall

Lantern Room Information

Community Hall

The community hall is located on the ground floor and has a sprung hard wood floor suitable for dancing. The room can accommodate up to 130 people. It can also be divided into sections (community hall 1 & 2). Community hall 1 can accommodate up to 80 people and community hall 2 can hold 50 people. The room is an empty space but has chairs and tables available on request. There is a small kitchen also available to hire which can be used in conjunction with the full hall or with hire of community hall 2 only

IT Suite

The IT suite is located on the ground floor and has 10 PC's available. A hearing loop system is available.

Interview/Meeting Room

A small room is available on the ground for use for one-to-one meetings/ interviews or drop in advice sessions

Ground Floor Meeting Room

The meeting room is located on the ground floor and can hold a maximum of 40 people depending on the room layout required.

Large & Small Meeting Rooms

The meeting rooms are located on the 1st floor and can hold 20 or 12 people respectively. The rooms are set up in boardroom style and also have a hearing loop system

Equipment for Hire

Flipchart stands are provided on request but paper is charged separately.

For further information please contact the reception team

For all hirers responsibilities please read the Lantern User Guide

Room Hire Rates – effective 1st April 2019

Room	Monday to Friday 8.30am – 6pm	Monday to Friday 6pm – 11pm	Saturday & Sunday 9am – 11pm
Community Hall 1	Commercial £18.00 per hour	Commercial £34.00 per hour	Commercial £50.00 per hour
Community Hall 1	Charity/Community £8.50 per hour	Charity/Community £12.75 per hour	Charity/Community £18.00 per hour
Community Hall 2	Commercial £18.00 per hour	Commercial £34.00 per hour	Commercial £50.00 per hour
Community Hall 2	Charity/Community £8.50 per hour	Charity/Community £12.75 per hour	Charity/Community £18.00 per hour
Community Hall 1 & 2	Commercial £30.00 per hour	Commercial £60.00 per hour	Commercial £90.00 per hour
Community Hall 1 & 2	Charity/Community £15.00 per hour	Charity/Community £22.50 per hour	Charity/Community £30.00 per hour
IT Suite	Commercial £17.00 per hour	Commercial £33.00 per hour	Commercial £49.00 per hour
IT Suite	Charity/Community £8.50 per hour	Charity/Community £11.75 per hour	Charity/Community £17.00 per hour

Room Hire Rates – effective 1st April 2019

Room	Monday to Friday 8.30am – 6pm	Monday to Friday 6pm – 11pm	Saturday & Sunday 9am – 11pm
Interview/ Meeting Rm	Commercial £15.00 per hour	Commercial £30.75 per hour	Commercial £46.75 per hour
Interview/ Meeting Rm	Charity/Community £8.50 per hour	Charity/Community £9.50 per hour	Charity/Community £15.00 per hour
Ground Floor Meeting Rm	Commercial £16.00 per hour	Commercial £32.00 per hour	Commercial £48.00 per hour
Ground Floor Meeting Rm	Charity/Community £8.50 per hour	Charity/Community £10.50 per hour	Charity/Community £16.00 per hour
Large Meeting Rm	Commercial £16.00 per hour	Commercial £32.00 per hour	Commercial £48.00 per hour
Large Meeting Rm	Charity/Community £8.50 per hour	Charity/Community £10.50 per hour	Charity/Community £16.00 per hour
Small Meeting Rm	Commercial £16.00 per hour	Commercial £32.00 per hour	Commercial £48.00 per hour
Small Meeting Rm	Charity/Community £8.50 per hour	Charity/Community £10.50 per hour	Charity/Community £16.00 per hour

Room Hire Rates – effective 1st April 2019

Room	Monday to Friday 8.30am – 6pm	Monday to Friday 6pm – 11pm	Saturday & Sunday 9am – 11pm
Community Kitchen	Commercial £10.00	Commercial £13.00	Commercial £14.50
Community Kitchen	Charity/ Community £5.25	Charity/Community £5.75	Charity/ Community £6.25

Please note: Community Kitchen charged as a flat rate not per hour

{Please note that washing up liquid & tea towels are not provided within kitchen hire}

Equipment Hire Rates

	Monday to Friday 8.30am – 6pm	Monday to Friday 6pm – 11pm	Saturday & Sunday 9am – 11pm
	Commercial £11.50 + VAT	Commercial £31.00 + VAT	
	Charity/Community £4.50 + VAT	Charity/Community £11.00 + VAT	

All printing or photocopying is charged at 15p per A4 black/white sheet and 25p for A3

Please note: minimum charge of £8.50 per hour for Charity/Community