

Venue Hire

FIND YOUR PERFECT
VENUE WITH US



croydon**voluntary**action

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About CVA



CVA's principal activity is to promote charitable purposes for the benefit of the community in Croydon and its surrounding areas. CVA carries out its leadership role by promoting a bigger role for VCOs in the life of the borough and by supporting local people to represent their community's interests and to negotiate on its behalf

Croydon Voluntary Action (CVA) was set up in 1908 and was known by the Borough Guild of Help. Over a century later we continue to support and develop civic life in Croydon.

Throughout our history, CVA has responded to the needs and challenges of a growing and changing community and continues to champion Croydon's Voluntary and Community Sector by:

- Being the main promoter of volunteering in Croydon
- Acting as the main fundraiser on behalf of Croydon's VCS
- Acting as an incubator for local community action
- Having a strong voice and acting as a powerful representative of Croydon's VCS

- Promoting the VCS' unique strengths
- Managing VCS delivery partnerships
- Acting as the custodian of due diligence and best practice in the VCS
- Presenting all the latest information on Croydon's VCS
- Working in partnership with the statutory and private sectors
- Managing community hubs that host local community activities and create a supportive and enterprising environment for VCS delivery-partnerships

Hire with CVA & support the local community

VENUES

Our venues are situated in the heart of Croydon, Selhurst and South Norwood



CVA Resource Centre,
82 London Road,
Croydon
CR0 2TB

The Waterside Centre,
26 Avenue Road,
South Norwood,
SE25 4DX



Cornerstone House,
14 Willis Road,
West Croydon
CR0 2XX

Active Communities Hub,
Centrale Shopping Centre,
Upper Mall,
Opposite Starbucks,
CR0 1TY



CVA RESOURCE CENTRE

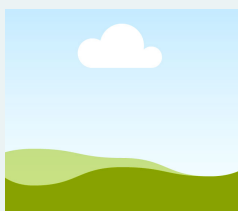
Based in the heart of Croydon within easy walking distance from both East and West Croydon Train stations.



This innovative shared workspace is located in the heart of Croydon, near West Croydon. Hot desks are available and also more regular arrangements for local groups, your charity can hire desk space.

As well as desk hire there is also an IT suite, training room and a large conference hall all available seven days a week 8 am to 11 pm (10 pm on Sundays)

Parking: Paid street parking is available (restricted times and days apply)



Conference Hall (L:13.8m, W:9.6m, H:2.7m)

Capacity: 100

The Conference hall is based on the ground floor and can accommodate up to 100 people. Ideal for large meetings, networking events and private use. Can be booked with the use of the Kitchen.

Facilities include:

- Foldable tables
- Chairs
- Overhead Projector



ICT Room (L:5.7m, W:4.2m, H:2.9m)

Capacity: 12

Our ICT room which is fully airconditioned can accommodate up to 12 people for a meeting or 10 when using the computers excluding the facilitator.

Facilities include:

- 10 Pop-up computer desk
- Projector
- Smartboard



CVA serving the community since 1908

CVA RESOURCE CENTRE



Training Room (L:8m, W:6.9m, H:2.9m)

Capacity: 30

Our Training room provides an ideal space for training sessions and mini-workshops for up to 30 people.

Facilities include:

- Table/chairs
- Projector
- Projector screen
- Whiteboards



Kitchen (L:4.9m, W:3.3m, H 2.3m).

Capacity: 3

Our kitchen can be hired out when booking one of the rooms or on its own.

Facilities include: Industrial Fridges x2, Deep Freezer, Microwave, Water Cooler, 6 burner oven, Sinks x2
Handwash Station



CVA Resource Centre

HIRE CHARGES

PRIVATE HIRE CHARGES - One off hire

	Conference Room	Training Room	ICT Suite
4 Hour Hire	£240	£120	£80
1hr Hire	£80	£40	£30

PRIVATE HIRE CHARGES - Regular user Min of 6 session paid in advance

	Conference Room	Training Room	ICT Suite
4 Hour Hire	£156.00	£78.00	£52.00
1hr Hire	£52	£26	£19.50

Charities / Vol Orgs HIRE CHARGES

	Conference Room	Training Room	ICT Suite
4 Hour Hire	£120.00	£60.00	£40.00
1hr Hire	£40	£20	£15

Additional hours above 4 hours at 4-hour rate

All prices are subject to change

All Prices include VAT

WATERSIDE CENTRE



Stunning Victorian house situated beside South Norwood Lake

The centre provides various spaces for rent including office spaces and meeting rooms, and a large Pavilion Hall where the Lakes cafe is situated. This is an ideal venue for a wide range of activities including resident meetings, training events, staff team away days and sports and leisure activities.

Hire is available from 8 am - 11 pm six days a week and on Sundays to 10 pm.

Parking: Unrestricted street parking

Pavilion Hall (L:14.4m, W:9m, H:4.6m)

Capacity: 80

The Pavilion hall where the Lakes Cafe is situated is in its own building next to the main house. The Pavilion hall is an ideal venue for children's parties and gatherings of up to 80 people.

Facilities include:

- Kitchen with access to a cooker and fridge, urn.
- Toilets including an accessible toilet.
- Table and chairs suitable for adults and children
- Access to direct space to the side of the back of the building



Large Room (L:10m, W:7.5m, H3.8m)

Capacity: 60

The Large room is based in the main house and overlooks South Norwood Lakes, which can be viewed from the large windows that run alongside one-half of the room or by accessing the wrap-around Varanda.

Facilities include:

- Kitchenette with urn
- Toilets including an accessible toilet.
- Table and chairs
- Outside space - Beautiful Victorian Varanda which wraps around the building



WATERSIDE CENTRE

Small meeting room (Green Rm L:9.3m, W4.9m, H:3.3m)

Capacity: 30

Located in the main house and is ideal for small meetings of up to 25 people.

Facilities include:

- Table and chairs
- Toilets are accessed via the main hall.



Therapy room (L:3.8m, W:2.7m, H3.8m)

Capacity: 3

Ideally used for holistic therapies, counselling space and small 1-1 meetings.

Facilities include:

- Worksurface hosting sink with access to hot water
- Toilets are accessed via the main hall.



Waterside Centre

PRIVATE HIRE CHARGES - One off hire

	Pavilion Hall	Large Room	Small Rm (Green Rm)	Therapy Rm
4 Hour Hire	£160	£160	£100	N/A
1hr Hire	£50	£50	£30	£20

PRIVATE HIRE CHARGES - Regular user Min of 6 session paid in advance

	Pavilion Hall	Large Room	Small Rm (Green Rm)	Therapy Rm
4 Hour Hire	£104	£104	£65	N/A
1hr Hire	£32.50	£32.50	£19.50	£13

Charities / Vol Orgs HIRE CHARGES

	Pavilion Hall	Large Room	Small Rm (Green Rm)	Therapy Rm
4 Hour Hire	£80	£80	£50	N/A
1hr Hire	£25	£25	£15	£10

Additional hours above 4 hours at 4-hour rate

All prices are subject to change

CORNERSTONE HOUSE

Cornerstone House situated in Selhurst not too far from West Croydon



Cornerstone House boasts a variety of meeting rooms that are available to the community for hire: they include a large and small meeting hall and a kitchen.

The Centre is open 7 days a week. Meeting rooms are available from

- 6pm-10pm Monday-Friday
- 9am-10pm Saturdays and Sundays
- 9am-10pm Monday-Sunday during the school holidays.

Parking: limited onsite parking

Main Hall (L:8.8m, W:6.3m, H: 2.6m)

Capacity: 45

Seats 45 and is suitable for Training, luncheon clubs, meetings and can be booked with the large kitchen for all day events.

Facilities include:

- Table and Chairs
- Projector screen



Small Meeting room (L:5.6m, W:4.6m, H: 2.6m)

Capacity: 12

Our Meeting room can accommodate up to ?? and is suitable for training and meetings

Facilities include:

- Table and Chairs
- White Board
- Toilets' are situated just off this room



CORNERSTONE HOUSE



Kitchen (L:7m, W:4m, H2.6m)

Capacity: 4

Our Kitchen can be hired out when booking one of our rooms or on its own.

Facilities include:

- Hot water Boiler
- Urn
- 7 Burner Stove and Oven
- Sink
- Handwashing Station



Cornerstone House

HIRE CHARGES

PRIVATE HIRE CHARGES - One off hire

	Meeting Hall	Small Meeting Rm	*Kitchen
4 Hr Hire *2hr -kitchen only	£160	£120	£40
1hr Hire *Additional hr	£50	£40	£20

PRIVATE HIRE CHARGES - Regular user Min of 6 session paid in advance

	Meeting Hall	Small Meeting Rm	*Kitchen
4 Hr Hire *2hr -kitchen only	£104	£78	£26
1hr Hire *Additional hr	£32.50	£26	£13

Charities / Vol Orgs HIRE CHARGES

	Meeting Hall	Small Meeting Rm	*Kitchen
4 Hr Hire *2hr -kitchen only	£80	£60	£20
1hr Hire *Additional hr	£25	£20	£10

Additional hours above 4 hours at 4-hour rate

All prices are subject to change

ACTIVE COMMUNITIES HUB

The Active Communities Hub is a community hub in the heart of Centrale Shopping Centre.

Capacity:

The Active Communities Hub is a community hub in the heart of Centrale Shopping Centre. It provides an accessible, safe place to tackle inequality amongst the population where inequality is highest. We encourage activities that improve the physical and mental health of participants, reduce isolation, strengthen community connections and integration and improve life skills.

Wherever possible activities need to be free or heavily subsidised for participants in our target groups.

Target groups include:

- Women and girls, particularly those that are inactive or facing other barriers to participation.
- Older people, including those with health conditions or experiencing social isolation and loneliness
- Sessions targeting refugees, asylum seekers and those from new communities
- Young people, linked to positive wrap around support aimed at increasing life skills. Targeting young people who are vulnerable as both victims and potential perpetrators of crime and youth violence
- Sessions for those experiencing poor mental health



For hire information please contact: Bookings@cvalive.org.uk

ADDITIONAL SERVICES



Desk Hire and Fees

Many of our venues provide regular community office space which is available to rent. Rooms vary in size and can facilitate from 1-?? desks. We offer reduced-cost desk hire for not-for-profit organisations at our venues based in West Croydon and South Norwood.

If you would like to know more and would like to speak to a member of the team please email bookings@cvalive.org.uk.

The monthly desk fee starts at £130/desk.

Virtual Office

If you are not ready to take physical space we offer a Virtual Office service perfect for your businesses. Create that professional image and benefit from the advantage of having a professional business centre as your mailing address. Virtual Office provides you with an office address without the physical presence of desks and chairs.

Virtual Offices allow start-ups and home-based businesses to have all the benefits of a prestigious office location without the need for physical occupation. You have a prestigious address for your business with mail forwarding for a low monthly cost. No one needs to know that you don't actually have an office, particularly when you can hire a meeting room whenever you need one.

For more information email bookings@cvalive.org.uk



BOOKING PROCESS



Interested in hiring a room?

Complete our online booking request form which can be found on our website on our venue hire page (a link can be found at the bottom of the page).

IMPORTANT Please note the following:

When completing the form you will be able to see if a venue is available to hire, if it states it is unavailable this is because there is an existing booking, so please select another date and time.



Confirming your booking

Once a request has been received a member of the properties team will respond to your request within 4 days and we will confirm your booking.



Invoicing and Payment

As long as you are happy to go ahead you will be sent 2 invoices one which is a returnable deposit and the other invoice to cover the room hire.

Your returnable deposit must be paid within 3 days (or sooner, depending on the booking date) in order to secure your booking.

We ask that you pay your venue hire as soon as possible however it must be paid 6 wks prior to booking or you could lose your returnable deposit.

[Make your booking request here](#)

Our aim is to make the CVA Centres as accessible as we can to local people throughout the week, which means that there will not always be a CVA member of staff on site. When hiring one of our venues we ask you to meet the following terms and conditions – and if there are any changes we can make to improve your experience please let us know and we will act on your advice.

- Only groups whose aims and objectives are in accordance with CVA's equal opportunities will be able to use our facilities.
- Smoking is prohibited in any part of the CVA's Building (see SMOKEFREE Policy)
- Private parties for U18's must have adequate supervision in place and lead by a responsible adult at all times. CVA cannot accept responsibility for unsupervised children.
- CVA Centres are not licensed to sell and serve alcohol. Alcohol can be consumed at events but must not. All children brought on to the premises must be accompanied and supervised at all times.
- CVA cannot accept responsibility for unsupervised children.
- CVA does not accept liability for any loss or damage to any personal items
- All users are responsible for ensuring that the venue is cleaned after use and that all litter should be put into plastic bags inserted into the exterior refuse bins. (1 refuse bag/booking only – all other rubbish must be taken with you)
- Canisters for BBQ and/or Balloons MUST be taken with you and not left on site.
- All users must take care that the premises are not put at risk by neglect or misuse of any kind during their period of hire
- All users must only use the space for which they have paid a hire charge.
- The organisation/group or individual to whom the room or space has been let shall pay for any damage to the premises' fixtures, fittings, or equipment.

- Decorations and notices are not to be attached to doors, walls, or ceilings.
- At the end of sessions, all furniture & equipment must return to the right position.
- External and internal fire doors must not be propped open
- Upon vacating the premises, users must ensure that it is left safe and secure. All doors and gates must be closed and locked. All windows must be closed and locked, all toilets must be checked, and lighting must be switched off.
- Users are requested to respect the rights of local residents and not to cause hindrance or disturbance to them.
- All groups and services must ensure that they have sufficient Public Liability Insurance to cover their activities on-site. This includes third-party services brought in by the hirer, for example, bouncy castle, face painters, etc.
- The person issued with the keys (passcode) must be the last person to leave the Centre.

All hirers shall be deemed to have accepted these terms and conditions of hire

CVA Groups hiring the Centre may be required to show proof of their membership

Breach of the above terms and conditions may result in the loss of your security deposit.

CVA reserves the right to vary these terms and conditions with immediate effect

Cancellation terms apply to all room and hall hire at CVA Centres.

If you cancel your booking you will lose a percentage of your hire charge:

- 1 – 7 days 100%
- 8-30 days 50%
- 31 days + Nil

Only *confirmed dates will be dealt with under the cancellation policy.

Bookings changed from a confirmed date to an alternative date will be treated as cancelled bookings.

Provisional bookings will be held for a maximum of 5 days

*Confirmed days are when a security deposit has been taken

FAQ

Q. When can I access the venue and when do I need to be out?

A. You can access the venue only during the times you have booked and paid for only - all times include set up and clearing away times. You must exit the building by the time you hire is finished

Q. How do I get access to the venue and will a member of staff be available if I have a problem?

A. 24 hrs before your booking you will be sent a code to access the venue. Please note codes for the door locks are only set for the time you have hired. Depending on the day and time of hire there may be a member of staff, however, we will also provide you with an emergency contact number if you encounter an issue

Q. The room next door is empty can I use it?

A. You can only use the rooms that you have paid for

Q. How do I get into the venue?

A. You will find the address of each venue on our venue hire pages

Q. Do I have to pay a deposit?

A. Yes, you will be required to pay a returnable security deposit in line with our terms and conditions.

Q. How and when do I have to pay for my booking?

A. You will be invoiced once your booking has been confirmed. Returnable security deposit to be paid within 3 working days or sooner depending on your booking. We ask that you pay your venue hire invoice as soon as possible however it must be paid 1 month prior to booking or you could lose your returnable deposit.

Q. Can I play music?

A. Yes, however, music must only be played inside the building, and doors and windows should be kept closed.

Q. How many people can your venue hold?

A. Details of the capacity of each room/hall can be found on our venues page

Q. Is there anywhere to park?

A. Depending on the venue you hire this may differ, please see details on the venue page for the room you want to hire

Q. Do I need to clean up or do you have a cleaner?

A. The venue must be cleaned after use and all litter should be put into plastic bags inserted into the exterior refuse bins. (1 refuse bag/booking only – all other rubbish must be taken with you)

Q. I need to cancel my booking, can I get a refund?

A. Depending on when you can cancel you may get a refund. Please see our cancellation terms policy

Q. An item in the venue has been accidentally broken is this covered by insurance

A. If an item has been broken the cost could be taken from your returnable deposit.

Q. When I entered the venue the room was left dirty and items were left out. This is not what I was expecting to see, will I receive compensation?

A. We have CCTV in our venues and if we find that a venue has been left unacceptable we will speak directly with the users. If deemed appropriate we may be able to offer a nominal amount

Q. When using the venue in an emergency who should I contact?

A. You will find a list of emergency contact details on the CVA notice board in each venue.

Q. Can we have a Bouncy Castle?

A. Yes, in the Pavilion Hall (Waterside Centre only)

Q. Do you have a list of bouncy castle providers

A. No, we are sorry we do not have a list.

Q. Can I have a BBQ

A. Only outside the Pavilion Hall (Waterside Centre) in the designated area

Please note all our venues are in residential areas, therefore we ask that you show respect to our neighbours and keep noise to a minimum when playing music and when entering and leaving our venues

CONTACT US

Email us: bookings@cvalive.org.uk



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Head Office
CVA Resource Centre
82 London Road
Croydon
CR0 2TB
cva@cvalive.org.uk
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