



Helpful information to help you plan for your event/activity at ETNA Community Centre

Seating:

Attenborough Hall - you can find 24 stackable chairs in the corridor next to the Hall door, additionally 24 can be located in the Turner room. Feel free to use any of these – please return when finished.

Each chair has a label on, stating which room they belong to which should help you to stay organised.

Community Kitchen – the room is set up with 22 chairs internally and outside on the terrace

Tables:

Attenborough Hall - 5 foldable tables 122 x 76 cm are stored in the corridor leading to the Hall Garden. Plus, 5 foldable tables 122 x 76 cm stored inside the cabinet located in the corridor leading to the Community kitchen (next to the disabled toilet)

Community Kitchen – 8 tables 80cm square. Plus, 5 foldable tables 122 x 76 cm stored inside the cabinet located in the corridor leading to the Community kitchen (next to the disabled toilet)

Ground Floor Kitchen: is located on the west wing of the building and is included in your booking for the Community Kitchen space:

(note: please check if you have access to this facility with your booking if you are in the Attenborough Hall as you may be offered the kitchenette located on the first floor – the office will confirm this detail)

Cooking – induction hob (please note needs appropriate pans, supplied by ETNA), microwave and electric oven are available for use. Please clean before leaving.

Dishwasher – a commercial dishwasher is available. It will need to be powered up half an hour before as it works differently to a domestic one. You do not need to put in any dishwashing tablets as it is automatic. Maximum cycle length is 4 mins.

Refrigeration – two under-counter fridges are available for your use (we do not have freezer)

Crockery and Cutlery – are available in the drawers/cupboards (please follow the labels). There is a good amount of each item but do check if you are catering for a large number of guests. If you require glasses, may we suggest hiring them from either Real Drinks, Richmond Road (just around the corner or another source, as we only have a limited number available.

Kettles/Boiling Water – we have a Quooker hot water tap – to use please see instructions on the counter.

Kitchenette: first floor (for use with Attenborough Hall and first floor room bookings)

Cooking – microwave oven is available for use.

Refrigeration – two under-counter fridges are available for your use.

Crockery and Cutlery – can be found in the drawer or on the shelves.

Kettles/Boiling Water – we have a Quooker hot water tap – to use please see instructions on the counter.

We provide coffee, tea, and milk, so please help yourselves.

Feel free to use anything you need but **please make sure that you leave the space clean and tidy.**

Do remember that if you want to sell alcohol then you need a licence that can be obtained from the council. You are allowed to serve alcohol as part of a private function.

Entertainment:

If you are considering hiring an entertainer, please be respectful to our other Centre users and remember to keep the noise levels to an appropriate volume to avoid disrupting other sessions in the Centre. Thank you!

Wi-Fi

We have guest Wi-Fi in all rooms, the code is in each room

Parking

Parking is available at the rear of the centre, please note this is on a first come first served basis. You may only park in the designated spaces. At weekends the residential streets have no restrictions in place.

Cleaning:

Please ensure the rooms you use are left clean and all furniture items returned to where you found them, the tables and chairs are labelled up to make it easier for you to return them to the correct place.

(we have a local cleaner who is happy to be hired to assist you with the cleaning/packing away – just ask us for her details)

Attenborough Hall – located in the first tall cabinet in the corridor leading to the garden

Community Kitchen – located in the tall kitchen cabinet which is clearly labelled

Kitchenette – either under the sink or in the tall cabinet

Virucidal spray or cleaning sanitiser and paper towels plus hand sanitiser are available in each room.

When leaving, please don't forget to shut the doors and windows, and turn the lights off! Help us stay secure and reduce energy.

Waste/Recycling:

We do not have the facility to dispose of rubbish on a weekend, so please bring your own bin bags and take your rubbish away with you – **DO NOT** leave on site

Your Booking:

Please be prompt for your booking and you must not overrun so as not to interfere with other bookings. Your booking is only for the room you have hired, please keep the door of your room closed to avoid noise travelling to the other rooms and be respectful to other hirers. We are a community space, and it is important that everyone gets along together

Please let us know if you have any accessibility requirements.

If you need any further information, then please do not hesitate to get in touch by telephone or email.

info@etnacentre.org

Tel: 0208 892 3676