



THE MINISTRY OF PARENTING (A Community Interest Company)
Promoting Creativity in Parenting Support

Our Facilities

A large training room and two smaller rooms, suitable for break-out rooms, or for therapeutic use, are all available to hire at the Ministry of Parenting (CIC). All rooms can be hired during the hours of 9am and 5pm, on a full day, or part day basis.

The Training Room

The training room venue offers a large room suitable for 20 delegates seated in a semi-circle. The room has plenty of natural daylight, free Wi-Fi access and a large Smart screen. An integrated screen allows this room to be divided into two rooms if required.





The Blue Room

This room offers relaxed seating for four; the room is bright and comfortable and creates the perfect environment for one-to-one therapy sessions/supervision meetings, or as a break-out room during training sessions.



The Chalk Room

This room is designed for therapy sessions with parents and young children. There is seating for four and the room has a 'blackboard wall', chalks and play-toys to create the perfect environment for parent and child therapy meetings/sessions.



Cost

Room	Hour	Half Day	Full Day
Training room	n/a	£60	£120
Blue Room	£15	£35	£65
Chalk Room	£15	£35	£65

Cost includes use of an area for refreshment breaks, kitchen area, use of crockery, tea urn and dishwasher.

Beverages can be provided at request – cost dependant on requirement.

Facilities Bookings

For further information on the facilities hire and services we offer, please contact us in writing, by telephone, or by email. We would be delighted to show you around our facilities so that you can get an idea of the rooms and the service we provide. We look forward to hearing from you.

Our details:

The Ministry of Parenting (CIC)
Suite 6, Wellington House
90-92 Butt Road
Colchester
Essex CO3 3DA

t: 01206 562626

e: info@theministryofparenting.com

w: theministryofparenting.com



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Room Hire - Terms and Conditions

Dates will not be confirmed without receipt of a signed Booking Form (two forms must be signed, one for the Hirer and one to be returned to The Ministry of Parenting (CIC))

The Ministry of Parenting (CIC) will use its best endeavours to ensure that any 'event' will go ahead as booked. However, the Ministry of Parenting (CIC) will not be held responsible, or liable, in the event that the 'event' cannot go ahead for reasons outside of its control.

Cancellation

will be subject to the following terms:

- less than one week's notice of cancellation, 50% of room hire fee will be charged.
- less than 48 hours' notice, 100% of room hire fee, plus any catering charges, will be charged.
- The Ministry of Parenting (CIC) reserve the right without liability to refuse or cancel any booking.
- The Ministry of Parenting (CIC) shall not be responsible for any loss or damage to property.
- The Hirer shall be responsible for any damage caused to Ministry of Parenting (CIC) property.

Payment Terms:

Invoice will be sent within one month of the event. Payment is due within 30 days of invoice date.

Disability Access:

The Ministry of Parenting (CIC) aims to make the venue as accessible as possible. There is a disabled parking bay at Wellington House and two lifts.

Health and Safety:

The Hirer must comply with all of The Ministry of Parenting (CIC)'s Health and Safety regulations which may be inspected on request. The Hirer shall notify The Ministry of Parenting (CIC) immediately on becoming aware of any accident or injury occurring at the venue. Any electrical equipment brought into the venue must have a current PAT certificate which must be presented on the day. Any equipment brought in by contractors arranged by the client must have current risk assessments and Public Liability Insurance.

Smoking is not permitted in the building.

Alcohol is not permitted at the venue.



Damage/insurance cover

The Hirer will be responsible for any loss or damage to The Ministry of Parenting CIC property which is attributed to a member or members of the party.

The Hirer must be agreeable to providing proof of suitable insurance (if requested) to cover cost of repair to The Ministry of Parenting (CIC) property in the event of damage being caused by Hirer, or Hirers guests over and above the general everyday usage of The Ministry of Parenting (CIC) covered by the companies Public Liability Insurance. The policy should also provide cover for personal injury and third party liability. Further information on this is available from The Ministry of Parenting (CIC) on request.

Media:

Professional photographers must contact the Ministry of Parenting (CIC) Administration Manager for permission to photograph/film on the premises.

The Ministry of Parenting (CIC) logo and photographic images must NOT be used without prior written permission from the Ministry of Parenting (CIC).

The Ministry of Parenting (CIC) will not advertise any external events onsite or on their website

Room care:

Nothing should be stuck to the walls under any circumstances. There is a large whiteboard in the room for posters/flip-chart paper

Please notify the Administrator Manager if there are any spillages

The venue has shared facility so we request that the training room door(s) to be closed at all times and guests requested to take breaks in the training room.

Food/drink to be consumed in training room and designated eating area only.

Rooms must be left tidy with all crockery returned to the kitchen area and all rubbish removed.

Parking:

There is no parking on-site. On-street parking around the area is limited as generally spaces are for residents with parking permits. The links below show walking distance from the three nearest car parks:

Butt Road car park: <http://tinyurl.com/nkw4eau>

St Johns car park: <http://tinyurl.com/qyfvlsb>

St Mary's car park: <http://tinyurl.com/nnwr9xj>

Colchester also has a park and ride <http://tinyurl.com/zrf7afh>

Parking can be arranged for the dropping off of resources at The Ministry of Parenting (CIC)



Booking Form

Acceptance:

By signing and returning the Booking Form you will be acknowledging and accepting the Ministry of Parenting (CIC)'s Terms and Conditions.

We are delighted that you have decided to book a room at the Ministry of Parenting (CIC). Please contact us if you need any help with filling in the form, or if you require any further information about the facilities.

Hirer Information ('the Hirer')

Name of organiser

Name of organisation

Name of organisation's authorised representative

Address

.....

Telephone number

Email address

Invoice details:

.....

.....

Booking Details

Date(s) room(s) is/are required

Purpose of hire

Room access time

Finish access time

Start time of event

Finish time of event

Expected number of delegates

Room Request

Training room

Blue room

Chalk room



Other requirements

Smart Screen (only available in Training Room) flip-chart stand

Refreshment Facilities:

If you require tea/coffee/biscuits for your event please indicate for how many people.....

There is a charge of 1.50p per tea/coffee/biscuits if you wish us to arrange this.

We are happy for you to use external caterers for your event. If this is the case please complete the following:

Caterer's name and contact details

.....
.....

Food delivery time

Time caterer removes food, following the event

If you have any other special requirements including access and refreshments please provide details

.....
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.....

How did you find out about the Ministry of Parenting (CIC) room(s)?

Previous contact with the Ministry of Parenting Internet Word of mouth

Other please state



THE
MINISTRY OF
PARENTING (Booking Form)

SIGNATURES

Please sign and date two copies of this Booking Form and return one to The Ministry of Parenting (CIC) – thank you

.....

FOR THE HIRER

.....

FOR THE MINISTRTY OF PARENTING (CIC)

.....

DATE