



GATEWAY MOTION

Limehouse Hire Information

Thank you for choosing Limehouse Youth Centre as the location for your event. Please read the following information containing important terms and conditions which should ensure a trouble free event. We wish you every success with your event.

How to find us

We are located within 100ft of Westferry DLR Station and within walking distance from Canary Wharf Underground Station. Please use the journey planner on www.tfl.gov.uk to find your best route.



Parking

Parking is available on site for up to 5 cars. At the rear of the car park there is a gate that is in constant use, please do not obstruct this. Please note that Limehouse Youth Centre is a working Youth club and as such members of staff have priority for spaces, therefore any specific requirements for parking spaces should be requested in advance.

Payment Terms

In order to secure your event date 50% of the total fee must be paid. Full payment for your event including damage deposit must be made at least 20 working days prior to the date of the event.

	Hourly Rate	Half Day 9 – 1, 1 – 5, 5 – 9	Day Rate Unlimited
Hall	75.00	275.00	350.00
Climbing Wall	25.00	75.00	100.00
Gym	25.00	75.00	100.00
Outside Pitch	25.00	75.00	100.00
Meeting Room	20.00	60.00	80.00
Children's Party	-	130.00	-
Damage Deposit	50.00	50.00	50.00

Gateway Motion

Limehouse Youth Centre
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Limehouse
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Gateway Motion is an enterprise division of City
Gateway Registered Charity No.1078360
Registered in England No.3760619
www.citygateway.org.uk

Cancellations

Number of working days prior to event Gateway Motion are notified of cancellation	Refund Entitlement
20 or more	100%
15 - 20	75%
10 - 15	50%
5 - 10	25%
0 - 5	0%

Damage

After your event a member of Gateway Motion will check the property for the required standards of cleanliness and to ensure that there is no damage to property or equipment. In the event of damage your damage deposit of £50 will be retained and if this does not cover the damage the hirer will be responsible for paying the difference.

Insurance

Responsibility for insurance cover lies with the person organising the event, they are fully liable for any personal injury, personal possessions and any vehicles parked on the premises. City Gateway accepts no responsibility for the aforementioned liabilities. Any accidents resulting in injury should be reported to Gateway Motion.

Fire Alarm

The fire assembly point is outside and across the road from the main entrance.

The fire alarm control box is positioned on a pillar opposite to the main entrance and the key to deactivate the alarm will be provided to you with the key to the building. Please make sure someone is made responsible for evacuating people. If the fire alarm sounds, the person responsible should clear the building, check the source of the alarm, and if false reset the alarm panel or, if genuine call 999.

Set up and Pack Down / Cleaning Standards

We expect the hall to be left to an acceptable standard. Unless you have requested that we supply staff to clear away your equipment and tidy then please leave the hall as you found it.

Other Services Available Upon request

- Set Up and Pack Down
- Climbing Wall
- Gymnasium
- IT Room
- Meeting Rooms
- Indoor / Outdoor Basketball
- Indoor / Outdoor Football
- Catering
- Children's Entertainer
- Bouncy Castle
- Trampoline
- Table Tennis
- Badminton
- Animation Session