

## Slough Aspire CIC

Aspire Centre  
350 Edinburgh Avenue  
Slough Trading Estate  
Slough, SL1 4TU  
☎ 01753 530146  
💻 [www.sloughaspire.com](http://www.sloughaspire.com)



## Aspire Centre Hiring Guide

### Please read the information below regarding the Aspire Centre

- All smoking is prohibited in the Slough Aspire Centre building and grounds. Smokers and Smokers of E-Cigarettes are asked to move onto the public footpath adjacent to the building.
- Please liaise with the Slough Aspire Manager (on 07825 865465) if you intend to invite press to your event
- For all catered events, all food will be disposed of at the end of the day
- An administration fee of £15 will be charged for events that require extra provisions such as hot water, cups, napkins, paper plates etc
- There is no kitchen, refrigeration or cooking facilities available to visitors of the Aspire Centre
- Contact us in advance of your event to review any possible IT compatibility issues
- The Aspire Centre is fully air conditioned throughout; if you should need to open a window please ask a member of Aspire staff for the keys.
- Please familiarise yourself with the fire evacuation plan on arrival at the Aspire Centre and ensure that your attendees are aware of our evacuation procedures.
- Hirers are responsible at all times for their attendees while at the Aspire Centre.
- Cancellations made within 24 working hours of the event will incur a 100% cancellation charge; those made within 72 working hours will incur a 50% charge.
- Weekend & Evening bookings will be charged in advance. Payment must be received in full a minimum of 24 working hours before the event or Slough Aspire reserves the right to cancel the booking
- Invoices will be issued on the day of event. For all other bookings invoices will be issued on the day of the event and payment terms are strictly 30 days
- Payment by BACS, Cash or Cheque – cleared funds required 24hrs prior to any weekend & evening bookings
- Invoices NOT paid with 30 days will incur Late Payment Charges of £30 plus statutory interest, accrued daily
- Hirers are responsible for any damage, breakages or excessive mess incurred through their booking and any cleaning or repair costs will be added to their invoice
- By completing our booking form, you are agreeing for us to contact you. Your details will be kept on file for 12 months after which they will be destroyed, as per our Privacy Policy.

### Getting here:

Buses – Routes 1B and 2 stop on Buckingham Avenue; alternatively, routes 58, 71 and X74 stop along the Farnham Road which is just a few minutes' walk from the Aspire Centre (see map).

Trains – The Aspire Centre is a short taxi or bus journey from Slough mainline Station and is walkable from Burnham Station

**Parking at Slough Aspire is very limited but please use the free parking available just minutes away at Malton Avenue car park. This is a private car park owned and managed by SEGRO please adhere to parking rules.**

If have any queries, please do not hesitate to contact us on 01753 530146 or [bookings@sloughaspire.com](mailto:bookings@sloughaspire.com).

**We look forward to seeing you soon!**

