

## Slough Aspire CIC

Aspire Centre  
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# Aspire Centre Hiring Guide

**Please read the terms and conditions below regarding the hire and use of the Aspire Centre**

## Payments & Cancellations

- Aspire Centre hire is based on full hours and costs will be calculated from the beginning to the end of the hour regardless of the start/finish time within the hour of the event.
- Minimum Hire charges apply at £75 for an evening booking and £400 for a weekend booking regardless of the number of hours hired.
- Cancellation of single date events 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.
- Cancellation of events booked across 6 or more linked dates made within 30 working days of the first date of the event will incur a 100% cancellation charge equivalent to the first 30 days of their booking.
- Slough Aspire reserves the right to cancel any booking giving 28 calendar days of notice to the hirer
- In the event of unforeseeable circumstances rendering the Aspire Centre unsafe or otherwise unable to open, such as flooding, fire or electrical failure, Slough Aspire may cancel a booking with less than 28 days' notice and a full refund of any prepaid amount will be provided.
- Bookings of multiple dates will be invoiced in advance on the first working day of the month in which the event starts and on the first working day of the month thereafter until the dates cease. Payment terms are strictly 30 days.
- Invoices for single events will be issued on the day of event and payment terms are strictly 30 days.
- Weekend & Evening bookings will be charged in advance and no discounted rates can be applied to evening or weekend bookings. Payment must be received in full a minimum of 48 working hours before the event or Slough Aspire reserves the right to cancel the booking.
- Payment is by electronic bank transfer, cash or cheque only. We do not accept credit card payments.
- Invoices NOT paid within 30 days will incur Late Payment Charges of £30 plus statutory interest, accrued daily.
- If a purchase order number is required by the hiring organisation for processing of payments, this must be supplied to Slough Aspire a minimum of 48 working hours before the event or Slough Aspire reserves the right to cancel the booking.

## IT & Communications

- Contact us in advance of your event to review any possible IT compatibility issues. We provide only HDMI and VGA cable connectivity to our systems.
- Please liaise with the Slough Aspire Chief Executive on 01753530146 if you intend to invite the press to your event
- 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.

## Catering & Refreshments

- For all catered events, all food will be disposed of at the end of the day
- There are no kitchen, refrigeration or cooking facilities available to visitors of the Aspire Centre
- All catering orders arranged through Slough Aspire cannot be altered within 72 working hours of the event taking place. Please liaise with the Aspire Centre team to find out more about our menus and options.
- A facilitation fee of £15 will be charged for events that require extra provisions such as hot water, cups, napkins, paper plates etc.

## Health & Safety

- 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.
- 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.
- All fire exits are clearly marked and a team member will run through the evacuation procedure at the start of your event. It is the responsibility of hirers to make their attendees aware of evacuation routes and procedures while at the Aspire Centre.
- Please contact the Aspire Centre team to confirm the nominated first aider for the day of your booking.
- If you need a risk assessment carried out for your event please request it at least 5 working days in advance of your booked event date.
- Hirers are responsible at all times for their attendees while at the Aspire Centre.
- 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

## Travel

Buses – Routes 12 and 13 stop on Buckingham Avenue; route X74 stops along the Farnham Road; and, route 4 stops at Dover Road on the Bath Road. All of which are between 3 and 15 minutes' walk from the Aspire Centre.

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

Parking – Using our postcode of SL1 4TU the Aspire Centre can be located via satnav or mapping apps. The Aspire Centre has 12 designated parking spaces inclusive of one Blue Badge space.

**Parking at Slough Aspire is limited but there is free parking available just minutes away at Malton Avenue car park.**

**This is a public car park operated by a private parking company and Slough Aspire accepts no responsibility for damage to or loss of/from vehicles in this car park or for fines incurred if vehicles are parked in violation of the parking company's stated 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!**

