

Welcome to the NCI information sheet, hopefully you will find all of the information you will need to fill out a booking request form, if not please get in touch and we will endeavour to reply within 24 hours.

***ROOM HIRE CHARGES***

Main hall, without the bar in the hall open

6.30pm - 11pm £75.00

6.30pm - 12 midnight £95.00

9.30am - 5.30pm £150.00

Sunday afternoon, up to 4 hours between midday – 6pm, £50.00

All day hire 9am - 11pm £300.00

Main hall, with the bar open for the function (staffing included)

6.30 pm - 11pm £150.00

6.30pm - 12 midnight £175.00

All day hire, 11am – 12am, midnight £500.00

Main hall - other charges

Charity hiring 6.30pm 11pm £100.00

 **Hourly rate for all rooms** £20.00

*Should you have a live* *band/disco playing at your event there will be an extra £15 added to the hire charge, this will allow for 1-hour pack up time after the bar has closed.*

Room information, other available rooms:

Committee Room, upstairs (seating with large table for 16, extra chairs around edge of room)

6.30 – 11pm £60.00

All day £120.00

Table tennis room, upstairs (meeting room/exercise space)

6.30 – 11pm £60.00

All day - £150.00

There are league matches Mondays, Tuesdays, Thursdays and Fridays

Pool room, downstairs

6.30pm - 11pm £60.00

All - day £120.00

Mondays and Thursdays are not available due to pool matches.

Warming kitchen, upstairs

The kitchen is only a preparation kitchen and is NOT a fully fitted commercial kitchen. It must be left in the condition it is found in or a charge of £15 per hour for cleaning will be charged.

The kitchen is available for £35.00 for the length of time of the function.

***Room information:***

The main hall is licenced to hold 100 people, this will change with government guidance, but correct as of 12/06/20

 We have disabled access at the rear of the NCI via Fisher Street.

No candles are permitted.

We have a fully stocked bar, ***so we do not allow you to bring your own drinks***.

Providing your own food and nibbles is absolutely fine, you are also more than welcome to arrange a food van to park in the car park to provide food. We will provide black bags for food rubbish to be collected into.

Table tennis and pool rooms:

Both rooms are currently licenced for 50 people, this will change with government guidance, but correct as of 12/06/20

***Additional information:***

Children must be supervised at all times when on the premises

The person/persons named on the contract are responsible for the guests attending the booked function and must be over the age of 18.

 Any damage to fixtures or fittings will be billed to the person/persons named on the contract.

Should any extra cleaning be needed on top of the usual clean-up after an event it will be charged at £15.00 per hour.

There is a deposit of £50.00 which is refundable should there be no extra cleaning costs, damage or altercations. The amount, if it has not been needed to cover costs will be refunded within 7 days after your event.

For more information please read the room hire policy, this will give more detail.

Emergency details:

There is a fully stocked first aid box located behind the bar.

There is also an accident book located with the first aid box.

Please report any accidents or incidents to the member of bar staff on duty

The address for the NCI is:

NCI Community Association CIO,

  Holland Street,

Cambridge,

CB4 3DL.

***Usual opening times:***

Monday to Friday: 6.30 pm - 11pm,

Saturday: 12 Midday -2.30pm, 6.30pm - 11pm

Sunday: 12 midday - 10.30pm

Should you like to book an event for times outside the above times please get in touch!

***The bar:***

We have a fully stocked bar from soft drinks though to real ales.

Soft drinks start from £1.40 and real ales from £3.80

We have low/non – alcohol lagers and ales and plenty of snacks for when you’re peckish.

If you are having a function and would like to see something specific, please get in touch and we will try to accommodate your request.