

Meeting Room Hire

Jamyang Buddhist Centre Leeds is situated in the centre of Holbeck, on the corner of Ingram Road and Crosby Street. The Centre is used for all kinds of community activities such as mindfulness classes and community gatherings.

We currently have two spaces for hire, one large open plan hall and a smaller meeting room.

The hall can accommodate:

- 130 Theatre Style
- 60 In a circle
- 45 Café style

The meeting room can accommodate:

- 10 board room style
- 14 in a circle without the table

We have:

- 73 chairs (56 padded, 17 plastic)
- 8 tables seating 6 each
- 26 small coffee tables
- 40 mats & cushions plus some blankets (for yoga/meditation etc.)

The rooms have heating or air conditioning to suit your needs. The hall is bright, always kept clean and tidy, and has large windows on one side which have black-out blinds. The meeting room has glass doors into the corridor. There is Wi-Fi throughout the building, and the centre also has its own café and shop.

Prices

Hall (108 m2)	Meeting Room (25 m2)
Hourly rate: £40 (£20 for charities)	Hourly rate: £10
Half Day: £80 (£40 for charities)	Half Day: £35
Full Day: £120 (£60 for charities)	Full Day: £60

Wireless internet and use of the projector is included (please book in advance).

Additional costs:

Flip chart (including paper and pens): £10

Tea/Coffee & Biscuits: £2 per person

How To Book

Please contact us to check availability for your dates by either:

- Phone: 0113 345 2626 or 07866 760 460
- Email: smile@jamyangleeds.co.uk

Once we've confirmed your dates, please read the terms and conditions (below) and fill in the online booking form here <https://forms.gle/EUNNShcGMZ7DZter5>. We require 50% of the total room hire to hold the booking and will invoice the remaining 50% after your event. You can make an online payment here: <https://ssl.nochex.com/jamyangleeds/> (please note this booking is not eligible for gift-aid). Once we receive your deposit, we will write to confirm your booking.

Saturdays and Sundays may be possible, but please contact us to check. You are welcome to come and look around the space by appointment.

Terms and Conditions

1. See price list for charges of our various meeting rooms and equipment.
2. Cancellation Policy and Fees:
3 weeks prior to the event: No cancellation fee.
2 Weeks prior to the event: 50% of the relevant venue booking (room hire)
1 Week prior to event: 100% of the room hire.

The cancellation notice can be written or by email to smile@jamyangleeds.co.uk
3. Jamyang Buddhist Centre Leeds (JBCL) will send an invoice after the event - payment is required within 14 days of receipt of the invoice. 50% of the room hire is required in advance as a deposit.
4. JBCL cannot accept any liability for any damage to persons or property. Individuals who are running courses must have public liability and professional indemnity insurance. **JBCL is also not responsible for any of your own equipment you bring onto our premises – you must have your own insurance policy for such items.**
5. The booking charge covers the use of the Hall or Meeting Room, heating, lighting, and toilet facilities. Also included is wireless. Use of projector/flip chart (including paper and pens) is charged separately. A small charge is asked to cover tea/coffee and biscuits.
6. We would appreciate course leaders taking every care to avoid damage to the Hall or Meeting Room and any JBCL facilities and equipment. In the event of damage above normal wear and tear, a charge will be made.
7. Course leaders are requested to ensure that excessive or inappropriate noise is avoided, both in the Hall/Meeting Room and in the rest of the building. Laughter is welcome!
8. Smoking or drinking of alcohol is not permitted anywhere in the building.
9. There is free on-street parking facilities, but no off-street parking.
10. If you wish to include mention of JBCL in any advertising literature, we would appreciate gaining approval from us first.
11. Once we have confirmed availability, please fill in the online booking form and send it together with your payment in order to make a firm booking. Your signature on the booking form is considered acceptance of our terms and conditions.
12. No tenancy is created by acceptance of these terms.
13. There are no cooking facilities. You may bring food of your own (vegetarian only please) into the cafe area, but not into the meeting room itself.

Thank you for choosing to have your event with JBCL and we hope that you will continue to do so in the future. JBCL is very happy to receive your comments and suggestions on how to improve your experience with us. Please email comments to smile@jamyangleeds.co.uk

About Us

We are a registered charity, providing a place for meditation and study in the city of Leeds. We belong to a world-wide organisation called the *Foundation for the Preservation of the Mahayana Tradition (FPMT)*. We offer classes in Buddhist Philosophy as well as secular meditation and follow closely the example and advice of HH the Dalai Lama. All profits from room hire go to the charities work.