

Community centre booking procedure

Procedure for private parties

- Community Centres are available for private hire on weekends up to 11.00pm on Saturdays, and 10.00pm Sundays
- Bookings are taken on a first come first served basis
- No private parties can be booked during the week as priority is given to regular user groups
- Bookings can be made by contacting the relevant Booking Officer for each centre on the days and times advertised for each centre
- A refundable deposit is payable to secure the booking when the booking form is completed, the balance needs to be paid at least 2 weeks before the booking takes place

To make a booking

- Contact the booking officer to check availability
- Go to the centre to complete booking form and pay deposit to secure booking
- Balance needs to be paid at least 2 weeks before booking
- Please note setting up and clearing away time needs to be included in the booking times

Contact us

For general community centre enquiries please contact us on the details below.

- e-mail: community.centres@wolverhampton.gov.uk
- Telephone: 01902 552451

Write:

Community Recreation
Adults and Community
Wolverhampton City Council
Community Recreation Office
Red Lion Street
Wolverhampton
WV1 1UY