

(J) One off Room Booking Form June 2015

Office Copy

Seaton Sluice Community Centre

Please confirm availability with Liz Vuyk / Claire Mitchell Tel 0191 2980323 before completing this form and returning it to :

Seaton Sluice Community Centre, Albert Road, Seaton Sluice, NE26 4QX
Seatonsluiceca@yahoo.co.uk

Details of person responsible for booking - Payment must be made prior to the event

If booking for an organisation:

Organisation Name **Your Position**

First Name **Second Name**

Address **Postcode**

Email

Mobile (in case of emergencies) **Landline**

Room Requirements

One off booking of which room?

Day and Date required

Time from **to**

Total amount due **Date Paid**

Room charges per hour

Main Hall	seats 120 includes use of kitchen	£11.30
Kitchen	please bring your own refreshments	£9.80
Small Hall (Rooms 6/7)	seats 70 includes use of beverage bay	£9.80
Room 12	seats 12 IT Suite / Meeting Room	£7.80
Room 12	IT Suite with use of 8 computers	£10.30
Room 5	seats 20 Medium Meeting Room	£8.30
Room 11	seats 10	£5.80
Room 3	seats 2/3 Small Office	£4.30

Use of Chairs and trestle tables included in charge - Small chairs (12) and tables also available

Please read the attached Terms & Conditions and complete **your** copy of the form to keep for reference

Please return this copy to the Office

CONFIRMATION: I have read and will abide by the Terms and Conditions for room hire

Signed **Name (please print)**

Seaton Sluice Community Centre – Room Booking Form (J)

YOUR COPY

Registered Charity Number: 1134674 - Company Ltd by Guarantee. Reg. Number: 06996853

Booking Secretaries: Liz Vuyk / Claire Mitchell 0191 2980323

Send form to: Seaton Sluice Community Centre, Albert Road, Seaton Sluice, NE26 4QX
Seatonsluiceca@yahoo.co.uk

Key holders in case of emergency: Tel: (Claire) 0191 237 0110 Tel: (Liz) 0191 237 3160

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My key collection and return arrangements are

Terms and Conditions of Hire attached: Please sign your booking form to state that you have read and will be responsible for acting in compliance with the Terms and Conditions of hire

SSCA Policies are displayed on Notice boards in each building and are available on request from The Secretary, Alison Thomas 0191 9088025: including: Equal Opportunities Policy; Health & Safety Policy; Accident & Incident Policy; Safeguarding Children and Vulnerable People Policy; PC & Internet Use Policy

Terms and Conditions of Hire for Seaton Sluice Community Centre

The Centre is run and funded by the volunteer committee of Seaton Sluice Community Association
To help us run the centre to a high standard *Please read carefully for clarity and peace of mind*

Policies are displayed on the notice boards in each building

By hiring facilities in the Centre you agree to abide by our Policies and abide by the terms below:

Bookings

1. Invoices will be sent at the end of the month. Payment is preferred by cheque
2. Cancellation - at least 24 hours notice prior to the date booked must be given to SSCA Booking Secretary or the full booking fee will be charged.
3. SSCA reserves the right to cancel a booking at any time.
4. The hirer must leave the premises in a clean, safe and secure condition and remove rubbish to appropriate bins outside. PLEASE recycle as much as possible into the BLUE bin
5. A charge will be made for any damages, breakages, lost keys or padlocks
6. You may not use the premises for any activity other than that for which it was hired
7. SSCA shall not be responsible to the hirer for any loss, damage or theft in or around the premises
8. Please include setting up and clearing away time in your booking to not encroach on others time

Equipment & Fault reporting

9. You will be responsible for setting out and stacking chairs and tables unless prior arrangements have been made to support people with physical needs
10. No equipment is to be stored in the Centre without discussion and permission from SSCA
11. You are responsible to PAT test and to safely operate your electrical equipment used in the centre
12. Please use the Repairs Book provided in each kitchen to report any faults, breakages or other issues. If you don't tell us we don't know there is a problem
13. Please **DO NOT** adjust the central heating boiler thermostat or radiator valves **unless instructed**
14. **Close curtains and doors and turn off all lights when you leave**

Safety

15. Smoking is not permitted in any part of the building
16. You must make yourselves familiar with the Fire Safety Procedures
17. You must designate your own Fire Officer . Training is periodically offered
18. Alcohol must not be sold on these premises without a personal Alcohol Licence and the permission of the committee or the Bookings Officer

Health & Safety Policy and Insurance

19. You must undertake your own Risk Assessment for your activities.
20. Events: If you are arranging an event you will be asked to meet to confirm Risk Assessments
21. If you are working with children or vulnerable adults or using equipment you should carry your own Public Liability Insurance Policy or issue a disclaimer to your users

First Aid Policy

22. You are advised to nominate your own First Aid person
23. A First Aid box is kept in the Main Hall kitchen and the School building beverage bay.
24. Please record any Accidents, Incidents or Faults using the slips available in the halls and inform the Secretary that you have done so. (The Accident Book is kept in Room 3)

Safeguarding Children and Vulnerable People Policy

25. If you work with unaccompanied young people under 16 years of age or vulnerable people you are responsible for ensuring that you have current DBS (Disclosure and Barring Service) Certificates for each adult delivering the activity.

PC & Internet Use Policy

26. If booking internet facilities you undertake to be responsible for the appropriate use of the IT equipment in line with the Policy displayed and pay any costs (displayed) for printing / copying

Car Parking

27. The Centre has some car parking spaces. Respect the Disability only parking spaces. Further parking is available in the surrounding area. Please respect resident's parking and driveways.