

Seaton Delaval & Holywell Community Association Ltd.

Community Centre, Elsdon Avenue, Seaton Delaval, Northumberland, NE25 0BW
 Company No. 6374114 Charity Reg. No 1123594

Bookings Officer :- Mrs. Joyce Hillman, 37 Mindrum Way, Seaton Delaval, Northumberland
 Tel: 0191 2372249 (before 9 pm please)

Private Booking Form

Please print clearly and ensure that all details are correct, use a separate form for dates falling in different years. Accounts are sent out monthly by the Treasurer and should be paid within 14 days to the address shown on the invoice. A list of charges and regulations is shown overleaf.

Organisation

Contact Name |

Address

Post Code Tel No:.....

Date Required	From	Until	Facilities	Details of Use

Do you require a licenced bar at any function YES [] NO []

Use of the Community Centre is conditional on the acceptance of the conditions detailed overleaf. The Hirer is responsible for ensuring adequate insurance cover for their own activities. All equipment used at the centre must have undergone PAT (Portable Appliance Testing.)

For one off special events payment will be required when returning the booking form.

I have read and agree to the conditions of use.

Signed.....

Facility	Meetings etc.		Revenue Producing	
	Per Session	Extra Hour	Per Session	Extra Hour
Scale Two - Private Bookings				
Full Hall (Including Kitchen)	£40.00	£10.00	£61.00	£15.25
Half Hall Including Kitchen	£27.50	£6.80	£43.00	£10.75
Backstage/Dressing/IT Suite	£22.50	£5.50	£32.00	£9.00
Children's Parties	£35.00			
Scale Three - Miscellaneous (All Bookings)				
Stage Lighting (Per Session)	£23.65			
Computer Equipment (Per Session)	£5.70		NB Extra charge for paper, discs etc.	
Tea / Coffee	£1.00 per head			

The Community Association does not hold a licence for the sale of alcohol. Anyone requiring this facility must make their own arrangements. The Community Association must be approached for permission to have a bar on the premises.

The premises are normally hired for periods of four hours. Reasonable time is allowed for vacating the hall but in the case of a 11.00 pm finish the hall must be empty no later than 11.15 pm. Laying out and putting away tables or chairs etc. is deemed to be part of the booking and no extension is granted for these purposes. Additional charges are made for periods exceeding four hours.

Cancellation of bookings should be made, in writing, to the bookings officer as early as possible. A full charge will be made if no cancellation is received. A half charge will be made for cancellations received within 7 days of the booking. No charge will be made for cancellations made 7 clear days prior to the booking.

It is expected that the premises will be ready for the next booking. This entails wiping the tables. If necessary, the floor should be swept clean of any debris. Large items of rubbish should be placed in an outside bin.

Any damage, over and above normal wear and tear, is the responsibility of the hirer and all costs involved in rectifying the damage will be passed onto the hirer. The Community Association recommends that appropriate insurance be taken out to cover such eventualities.

Use of the stage, stage lights and sound equipment requires a stage audit to be undertaken before and after the booking. Please refer to stage conditions of use for more information.

Please note :

It is the responsibility of each group to ensure that they have appropriate insurance cover and that anyone in contact with young people or vulnerable adults must have CRB checks.