



Membership Form

Name of Organisation/Class/Individual:

Contact name:

Address:

..... Post code:

Telephone: E-mail:

Please describe your organisation and your activities planned here at the centre:

.....
Average number of users per year:

Yearly Membership

Community (Classes, Workshops, Training) and Voluntary Groups (not for profit community groups) may be eligible for reduced rates if they become members. Rates are worked out on a group's / organisation's annual income as follows:

- | | |
|---|--|
| <input type="checkbox"/> A up to £2,500 £15 | <input type="checkbox"/> D £10,000 - £20,000 £30 |
| <input type="checkbox"/> B £2,500 - £5,000 £20 | <input type="checkbox"/> E £20,000 - £40,000 £35 |
| <input type="checkbox"/> C £5,000 - £10,000 £25 | <input type="checkbox"/> F over £40,000 £50 |

Reduced member rates don't apply for Saturday evening bookings.

Please make cheques payable to 'St Werburghs Centre'.

Class price / membership details/brief sentence / phrase describing your activity:
(To be used in our publicity: website, newsletter, etc)

.....

Please complete, read and sign overleaf, and return to:

St Werburghs Centre, A Community Venue for East Bristol, Horley Road, St Werburghs, BS2 9TJ

T: 0117 955 1351 F: 0117 955 8144 E: office@stwerburghs.org.uk

www.stwerburghs.org.uk

Terms and conditions of hire and Fire Procedures

On discovering a fire

Make sure that your group leaves the building **IMMEDIATELY**, maintain silence and inform a member of staff.

Operate the nearest Fire Alarm point immediately (situated at each exit).

Ensure that the Fire Brigade is called by lifting external phone and dialing 999, or alerting a member of staff.

Attempt to extinguish with the nearest suitable fire appliance.

Do not attempt if the fire has reached such proportions as to endanger life or escape.

Vacate the building and do not re-enter until a Fire Officer gives a clearance.

On hearing the alarm

Close all doors and windows and proceed by the shortest available route to the assembly point which is at:

BICKNELLS CAR PARK – OPPOSITE THE CENTRE'S FRONT ENTRANCE

General Points to remember

Only use the fire extinguisher to put out a small fire (such as a waste paper bin), or for self-protection.

NEVER try to put out a bigger fire – you can pass out after breathing only three lungfuls of smoke.

If you are in a room when there is a fire and can't get out, use an extinguisher for self-preservation. Smoke rises so breathe as closely to the ground as possible, or up against a wall.

There are three types of extinguishers in St Werburghs Community Centre:

TO USE EXTINGUISHERS, pull out the safety pin, point the nozzle at the base of the fire and squeeze levers.

With fire blankets, make sure you make a barrier between you and the burning object with the blanket, taking care to cover your hands and arms, and then carefully place the blanket over the burning object.

ALWAYS keep internal doors closed – never prop open. This will contain a fire. A fire can spread through a room in three minutes.

NEVER open a door to a room where you see a fire and/or smoke.

NEVER smoke in the building.

Responsibilities of the hirer – all bookings

1. The Hirer shall, during the period of hiring, be responsible for the supervision of the premises, protection of the building and contents, safety from damage or change of any sort, and the behaviour of all persons using the building.
2. Children must be supervised at all times.

3. Insurance. St Werburghs Community Association has insurance for the fabric of the building, its own equipment, staff, volunteers and users (where the fault lies with the association). Any equipment brought into the building is not covered and is the hirers' responsibility. The hirer shall be responsible for insurance against third party claims which may occur while using the building.
4. Members providing public activities, providers of training and exercise, etc must provide public liability insurance cover, risk assessments for their activities and equipment safety certificates, when appropriate.
5. The Hirer shall be responsible for informing their group of the centre's emergency fire action procedures - displayed around the centre.
6. The Hirer shall not in any of its activities discriminate on the grounds of race, gender, sexual orientation, age, disability, marital status, religion or political beliefs.
7. Preparation and clearing up. The booked time must include preparation and clearing up time.
8. The hirer is responsible for clearing away bulky rubbish with the brushes and bags provided. Rooms should be left in the state in which they were found. A staff member will provide cleaning materials where necessary.
9. The hirer shall be responsible for the supervision of car parking so as to avoid any obstruction.
10. Any functions booked at the Community Centre must remain within the building and not taken out onto the surrounding streets.
11. Cancellation of bookings. At least 14 days' notice is required for single bookings and one month for block bookings.
12. The use of fireworks is forbidden on the premises.

General

1. Equipment and furniture will be made available as requested when booking. If extra items are needed please ask a member of staff for assistance.
2. Children. The centre welcomes children. Children are not to be left without an adult in charge at any time in any room.
3. The hirer should bear in mind that the premises are situated in a residential area. Please ensure that noise is not made outside the premises and that the volume of music in the hall is kept to a reasonable level.
4. No alcohol is to be brought onto the premises without management consent.
5. The building must be vacated no later than 12 midnight on Fridays and Saturdays and 11pm Sundays.
6. The management reserve the right to cancel any hiring where necessary.
7. The capacity of all rooms is limited; The Public Entertainment Licence limits the Main Hall to 150. Other rooms vary from 20 to 60 people. The main building has a total capacity limit of 250.

I agree to abide by the terms and conditions of hire.

Signed:

Date:



Registered Charity No: 1074495
Company Limited by Guarantee No: 3713212
St Werburghs Centre is grant aided by Bristol City Council