



Booking Request Form

Name of Organisation:

Contact name:

Address:

Post code:

Telephone: E-mail:

Please tick this box if you do not want to be added to our mailing list.

BOOKING REQUEST:

Date:

Time:

Regular booking: Yes No No. of weeks:

Room number, if known or area required:

Purpose for which required:

Expected number of participants:

Equipment required:

Refreshments required: Yes No Time/ Times of serving:

I have read and accept the terms and conditions of hire. (Please tick)

Signed: Name: Date:

Staff Notes:

St Werburghs Community Association collects data in accordance with the Data Protection Act 1998.



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

Deposit and Hire charges

Functions

Your booking will not be secured until your deposit has been received. £100 for functions, £25 for children's parties, £50 for baby blessings and funerals.

Your deposit will be held at the Centre and can be collected after you booking during office hours (Mon - Fri 9.00am - 5.00pm)

Deductions will be made for:

- Additional cleaning costs
- Cost of repairs to the building or contents as a result of booking
- Additional time, at the hourly rate.
- Less than 14 days cancellation (This applies to all bookings)
- Storage of equipment
- Failure to leave the premises by the 12 midnight curfew (Fridays + Saturdays only)/by the 11pm curfew (Sundays).

PLEASE NOTE: These curfews have been put into place to keep disturbance to local residents to a minimum. You will therefore be charged **at £50 an hour** after the curfew time if your group fails to leave the premises by the 12 midnight (Friday + Saturday) or 11pm (Sunday) curfew.

Deposit and hire fees must be paid **at least two weeks in advance.**

A bar will be provided by prior arrangement. The Centre has a license for the sale of alcohol and reserves the right to be sole Responsibilities of the hirer

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 who provide services open to public (classes, support groups, etc) must provide public liability insurance cover, risk assessment and equipment safety certificate, when appropriate.
5. The Hirer shall be responsible for informing their group of the Centre's emergency Fire Action Procedures – form attached.

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. 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 & Saturdays and 11pm Sundays.
6. The management reserves 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.
8. St Werburghs Community Centre is here for the use of each and everyone who lives or works in this area.

We expect all people and staff using or working in the Centre to show respect for other users and staff, and we cannot allow rude or abusive behaviour to anyone by anyone.

If you experience or witness rude or abusive behaviour, please tell the member of staff on duty or the manager. What you say will be recorded and investigated.

For office use only

Renewal date:

Please sign on the front page.



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