

St Werburghs Community Centre

Booking and Membership Forms



St Werburghs Community Centre is a bustling, inclusive community hub in the heart of Bristol. The Centre provides accessible and affordable facilities to individuals, community groups and voluntary organisations for events, workshops, classes, meetings and much more...



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2010



2013



2016

St Werburghs Community Centre, Horley Road, Bristol, BS2 9TJ
T: 0117 955 1351 E: office@stwerburghs.org.uk
www.stwerburghs.org.uk

Hire Rates and Services



Rates per hour from 1st April 2023

Room Number	Statutory & Private	Members*	Private Event	Children's Party***
Room 1 Hall	£34.00	£18.00	£36.00	£24.00
Room 4 Kitchen	£27.00	£17.00	£27.00	£17.00
Room 6	Please enquire	Please enquire	Please enquire	N/A
Room 7 & 8	£20.00	£16.00	£24.00	£18.00
Room 9** & 12	£24.00	£17.00	£29.00	£24.00
Room 10**	£20.00	£15.00	£18.00	£18.00

* Member's discount does not apply to hire for parties or gatherings.

** Rooms 9 and 10 have a soundproof foldable wall and can be booked as one larger space for up to 60 people.

***Children's parties are only available up until 6pm. Parties for under 18's can only be booked within those hours.

All bookings: Please include your set up time and clear up time within your booking.

Room dimensions:

Main building:

Room 1: 13.5 x 7.5m

Room 6: 7.5 x 2m

Room 7: 7.5 x 6.3m

Room 8: 7.5 x 7.5m

Annexe:

Room 9: 10 x 5.8m

Room 10: 6 x 6.8m

Room 12: 10 x 5.8m

Main Building



Hire Rates and Services



Hire Times

- **Monday to Thursday:** 9am to 10pm
- **Friday and Saturday:** 9am to midnight
- **Sunday:** 9am to 11pm (parties and gatherings must end by 8pm)

Please contact the Centre if you would like to discuss alternative requirements.

Extras

- **Refreshments:** £1.20 per person per serving (selection of teas, coffees and biscuits).
- **Urn hire:** £10 – please bring your own cups where possible.
- **Lunch:** Through [Neck of the Woods](#) caterers, please ask for a booking form. Lunch from £5.50 per person.
- **Laptop:** £15
- **Projector:** half day: £12.50, full day: £25
- **Flipchart stand:** £2.50 and £10 to include pens and paper
- **Scanning:** 25p per page/scan.
- **Staffed bar:** Please enquire with a member of staff.
- **Storage space:** rent a shelf in our storage shed prices start from £5 per month.
- **Bouncy castle:** please contact [Bristol Fun For Hire](#) for prices 0117 329 0403.

Photocopying*

- 10p per side of A4 black and white
- 20p per side of A4 colour
- 20p per side of A3 black and white
- 40p per side of A3 colour

Printing*

- 20p per side of A4 black and white
- 40p per side of A4 colour
- 40p per side of A3 black and white
- 80p per side of A3 colour

*Please note, we are not always able to help with printing immediately. During busy times there will be a wait.



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Registered Charity No: 1074495
Company Limited by Guarantee No: 3713212



Booking Form

First name: Last name:

Name of organisation/group/individual*:

**The information you give above will be displayed on the screen at Reception when you arrive at the Centre.*

Address:

..... Postcode:

Telephone: Email:

Main contact for your account if different from above:

First name: Last name:

Telephone: E-mail:

☐ Please tick this box if you wish to be added to our Centre mailing list. We send occasional newsletters about events, projects and the services we offer.

Safeguarding: Does your activity involve Children (anyone under 18) or Adults at Risk (also known as Vulnerable Adults)? ☐ Yes ☐ No

If answered **Yes**, please confirm that you/your staff have an up-to-date:

- | | |
|---|--|
| <input type="checkbox"/> Safeguarding Policy & Procedures | <input type="checkbox"/> Safeguarding Training |
| <input type="checkbox"/> Safeguarding Risk Assessment | <input type="checkbox"/> Applicable level of DBS check |

Become a Member of St Werburghs Community Centre – see pages 7 and 8 on Membership.

Class: ☐ A ☐ B ☐ C ☐ D

☐ I have read and agree to abide by the terms of the Membership. Date:

Signed: Name:

St Werburghs Community Association collects data in accordance with the Data Protection Act 2018.

Booking Form



Date: Time:

Booking Title:

Regular booking: ☐ Yes ☐ No No. of weeks: Term time only: ☐ yes ☐ no

Room number, if known, or area required: Expected number of participants:

Room set up:

- ☐ Classroom
- ☐ Boardroom
- ☐ Circle Chairs
- ☐ U-shape tables
- ☐ Cabaret
- ☐ Conference.
- ☐ Other:

Equipment required:

- ☐ Projector
- ☐ Urn
- ☐ Flipchart
- ☐ Flipchart with paper and pens
- ☐ Laptop

Refreshments required:

- ☐ Yes ☐ No

Servings:

- ☐ On Arrival
- ☐ Morning Break
- ☐ Lunchtime
- ☐ Afternoon Break

If you would like your bookings to be added to our website and printed timetable please add the information below that you would like to be publicised:

Organiser name: Telephone:

Email: Website:

Description of your activity: Please include contact details, pricing, customer booking procedure e.g drop-in pre-booking only, and timing of sessions e.g if you're offering classes for different age groups on the same day. (30 words approx.)

☐ I have read and accept the terms and conditions of hire on page 6 and 7, below. (Please tick).

Signed: Name: Date:



Terms and Conditions of Hire



Deposit and hire charges

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 over the phone or in person after you booking during office hours (Mon - Fri 10am - 4pm).

Deductions will be made for:

- **Additional cleaning costs:** Customers must satisfy cleaning checklist after event (see p7)
- **Cost of repairs to the building or contents** as a result of booking
- **Additional time,** at the hourly rate
- **Storage of equipment**
- **Failure to leave the premises by the 12am midnight curfew** (Fridays and Saturdays only) or by the 11pm curfew (Sundays).

Please note: These curfews help keep disturbance to local residents to a minimum. You will be charged **£50 per hour** after the curfew time if your group fails to leave the premises by the 12 midnight (Friday and Saturday) or 11pm (Sunday) curfew.

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

Cancellation policy

We have a two-week cancellation policy. To avoid a full charge, cancel before this by emailing office@stwerburghs.org.uk.

Responsibilities of hirer

1. **Supervision:** 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. **Safeguarding:** Please note, it is the responsibility of the Hirer to ensure safeguarding of children and adults at risk on our premises when they attend an activity, and to communicate that to their parents and carers. St Werburghs Community Centre is an open access public building and we advise that you ask the parents and carers to drop the Children or Adults at Risk to the hired room at the Centre to ensure their safety at all times.

You can find our Safeguarding Policy and Risk Assessment on our website:

stwerburghs.org.uk/policies-and-documents

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 health and safety, PAT testing and/or compliance of their own equipment, and have an appropriate insurance against third party claims which may occur while using the building.

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Terms and Conditions of Hire



4. **Fire procedures:** The Hirer shall be responsible for informing their group of the Centre's emergency Fire Action Procedures (p7).

5. **Equality and diversity:** The Hirer shall not in any of its activities discriminate on the grounds of race, gender, sexual orientation, age, disability, marital status, pregnancy and maternity, religion or political beliefs.

SWCA promotes equality of opportunity and believes in challenging discrimination of all kinds. We have a zero-tolerance policy towards rude, discriminatory and abusive behaviour against our staff, volunteers, users and members. If you experience or witness inappropriate behaviour, please tell the member of staff on duty. What you say will be recorded and investigated. You can view our Equality and Diversity Policy here:

stwerburghs.org.uk/policies-and-documents

6. **Preparation and clearing up:** The booked time must include preparation and clearing up time.

7. **Recycling:** The hirer is responsible for recycling appropriately all waste with the brushes and bags provided. These need to be segregated and disposed into our outdoor bin store. No littering in and around the Centre. Rooms should be left in the state in which they were found.

A staff member will provide cleaning materials where necessary.

8. **Parking:** The hirer shall be responsible for the supervision of car parking so as to avoid any obstruction. Do not park in the Disabled Bays unless permitted. Parking on New Gatton Road is advised.

9. **Noise:** Please respect our neighbours. Any functions booked at the Community Centre must remain within the building and not taken out onto the surrounding streets.

10. The use of open flames and fireworks are forbidden on the premises.

11. No alcohol is to be brought onto the premises without management consent. A bar can be provided by prior arrangement. The Centre has a license for the sale of alcohol and reserves the right to prohibit external suppliers.

12. The management reserves the right to cancel any hiring, where necessary.

13. 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. Some events may require a TEN licence.

Staff notes:



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Annual Membership Application



Contact name: _____

Name of organisation/group/individual: _____

Address: _____

Post code: _____ Telephone: _____

Email: _____ Website (if applicable): _____

☐ Please tick this box if you wish to be added to our Centre mailing list. We send occasional newsletters about events, projects and the services we offer.

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

Average no. of users per year:

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:

- A. up to £12,500 £20
- B. £12,500 - £26,500 £30
- C. £26,500 - £100,000 £40
- D. over £100,000 £50

Reduced member rates don't apply for Saturday evening bookings. Please make cheques payable to 'St Werburghs Community Centre'.

Please send all of relevant details in one email so we can easily keep track.

If you would like us to share your events, classes and projects on our website and/or social media channels - when possible and according to our capacity - please provide the following details by emailing them to office@stwerburghs.org.uk:

- Social media handles: Twitter/Instagram/Facebook/Linkedin.
- Flyer or poster and up to three good quality high resolution photographs of your activities (jpeg or png please).
- Up to 200 words about your organisation/ brief quote from clients, customers or press.

I have read and agree to abide by the terms of the membership.

Signed: _____ Date: _____

Annual Membership Terms and Conditions



St Werburghs Community Association

Our members give voice to the celebrations and challenges of the Bristol community, sharing their experiences that help shape our Community Centre.

Our Association makes this possible through the running of the Centre. From our projects to our events and activities, to its wider member groups, it prides itself in being an inclusive organisation.

The Community Centre is not political or religious which allows it to be used by people of all faiths, cultures, sexual orientation, ethnic backgrounds, abilities, ages, and from all walks of life. Class teachers, individuals, charities, community and voluntary groups may all become members.

Membership opportunities and benefits

- Discounted room hire*
- Taking part in surveys and focus groups.
- Fundraising to support our community project work.
- Receiving our community newsletter throughout the year.

- A right to vote at the Annual General Meeting, as an individual or through a group. Each member group has as an opportunity to nominate their representative to join St Werburghs Community Association and get actively involved in the Centre's management.
- The chance to become a trustee.
- Taking part in our annual events.
- **Supporter Membership** is £20 per year. For individuals wishing to support our work and membership scheme
- **Membership for organisations or individuals running classes** is based on the annual income of that activity. Rates are outlined on page 8.

We love meeting you and engaging with our community and we ask all members to volunteer for at least one of our annual events, such as our User Forum, Picnic in the Park and Christmas Market. We also request that members attend our Annual General Meeting, where they can help steer the direction of the charity.

There are some additional responsibilities and liabilities as a member so it is important to read through our Memorandum document which can be found on our website:

stwerburghs.org.uk/policies-and-documents

* (T&Cs apply for parties)

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Annual Membership Terms and Conditions



Trustees have the right to review membership requests.

Where possible we aim to support members by helping to promote their activities. Please note, we are unable to guarantee regular marketing or promotion of all of your projects.

We are obligated to update members about our AGM and other annual events. We will add members to our Member's Mailing list.

Vision

That all residents in Bristol are part of a strong, interconnected, and caring local community which enables them to achieve their social, economic and educational goals without discrimination.

Mission

1. To manage, and enhance an accessible community building which provides high quality facilities and a range of activities to the ever-changing needs of our diverse community.
2. To provide a range of spaces for local community groups, in order to enhance local services for residents. Particularly for people who are disadvantaged, vulnerable or who face difficulties accessing provision appropriate to their particular needs and circumstances.
3. To develop activities at the Centre and in the local area that increase participation and promote opportunities for self-development, volunteering and involvement in local decision-making.

Please sign on the front page.

Compliments and Complaints

We value your feedback. We take complaints seriously and treat them as an opportunity to develop. This is why we are always grateful to hear from people willing to take the time to help us improve. Full complaints procedure can be found on our website:

stwerburghs.org.uk/policies-and-documents



www.stwerburghs.org.uk

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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 dialling 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.

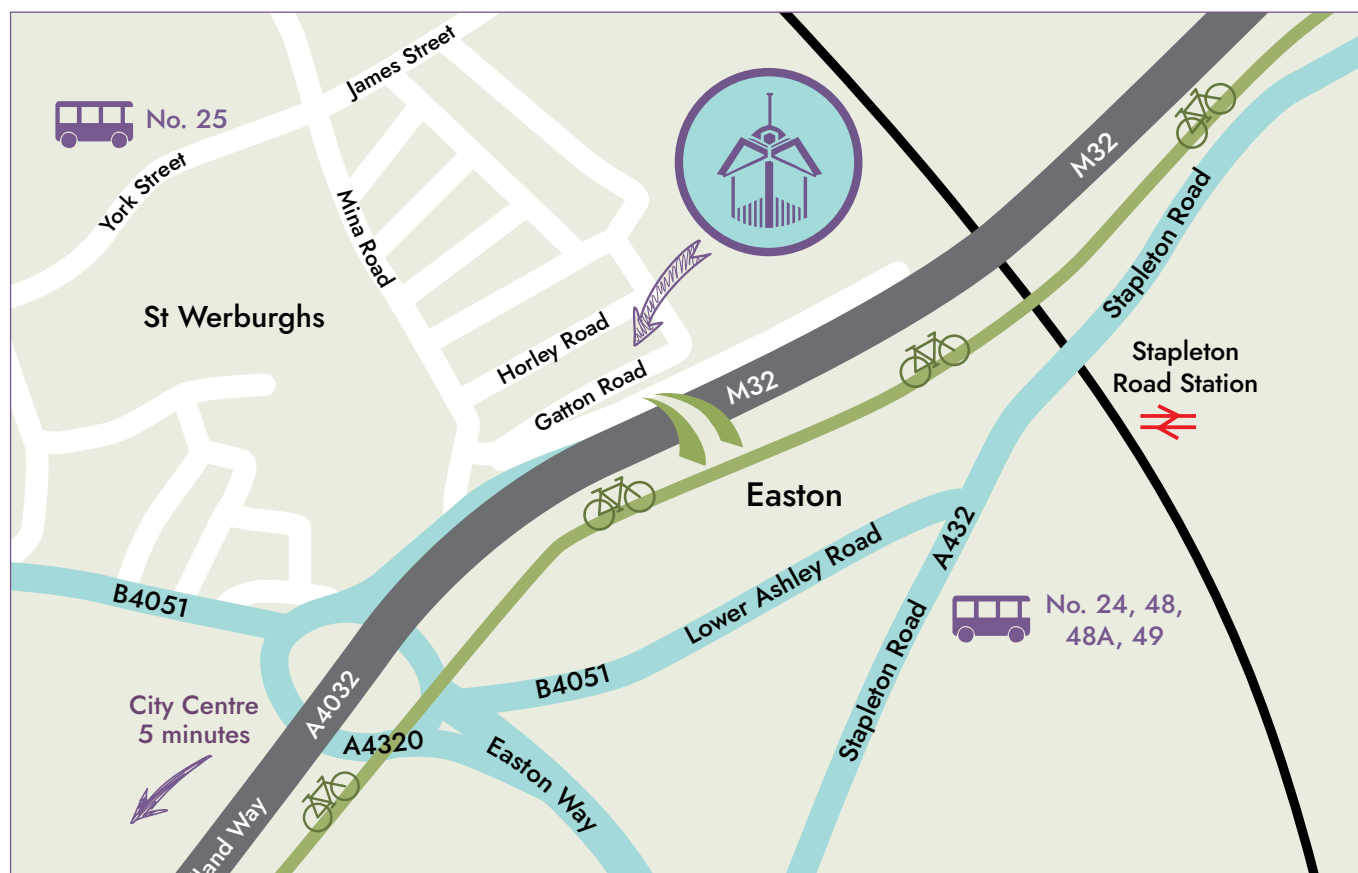
NEVER open a door to a room where you see a fire and/or smoke.

NEVER smoke in the building.

How to Find Us



St Werburghs Community Centre
Horley Road, St Werburghs, Bristol, BS2 9TJ



Bus service 25 runs close by the Community Centre. It links Broadmead, St Paul's, Eastgate and Horfield Common, with some journeys starting or terminating at Southmead Hospital.

Services 24, 48 and 49 run on Stapleton Road/Warwick Road. It is a short walk (5-10 minutes) across the bridge over the M32.

Please check services with local providers before your journey as changes may have been made to the bus routes.



Cycling Route number 8 passes just south of the centre on the other side of the motorway, so access to the Centre from the route is available via the footbridge or by the Junction 3 underpass.



The closest station is Stapleton Road Railway, which provides services hourly to Gloucester and Westbury and provides a local service (the Severn Beach Line) between Bristol Temple Meads and Avonmouth. This is an 8 minute walk away.



Both from the city centre and from outside Bristol, the area as a whole is easily accessed via the M32 Junction 3. In Bristol links north to Montpelier/St Andrews, Horfield and Filton are accessible via Ashley Hill or Muller Road and links south are easily accessible through St Phillip's Causeway.

Our main entrance is off Horley Road. The rear entrance can be accessed via Gatton Road.



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