

# St Werburghs Community Centre

# Booking Form



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  
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[www.stwerburghs.org.uk](http://www.stwerburghs.org.uk)

# Hire Rates and Services



Rates per hour from 1st June 2024

Room Number	Statutory & Private	Members Tier 1 (Member Band A & B)	Members Tier 2 (Member Band C & D)
<b>Room 1</b> Hall	£38	£22	£26
<b>Room 4</b> Kitchen	£28	£21	£23
<b>Room 6</b>	£30	£30	£30
<b>Room 7</b>	£24	£18	£20
<b>Room 8</b>	£26	£19	£21
<b>Room 9</b>	£28	£21	£23
<b>Room 10</b>	£22	£16	£18
<b>Room 12</b>	£28	£21	£23

\* 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

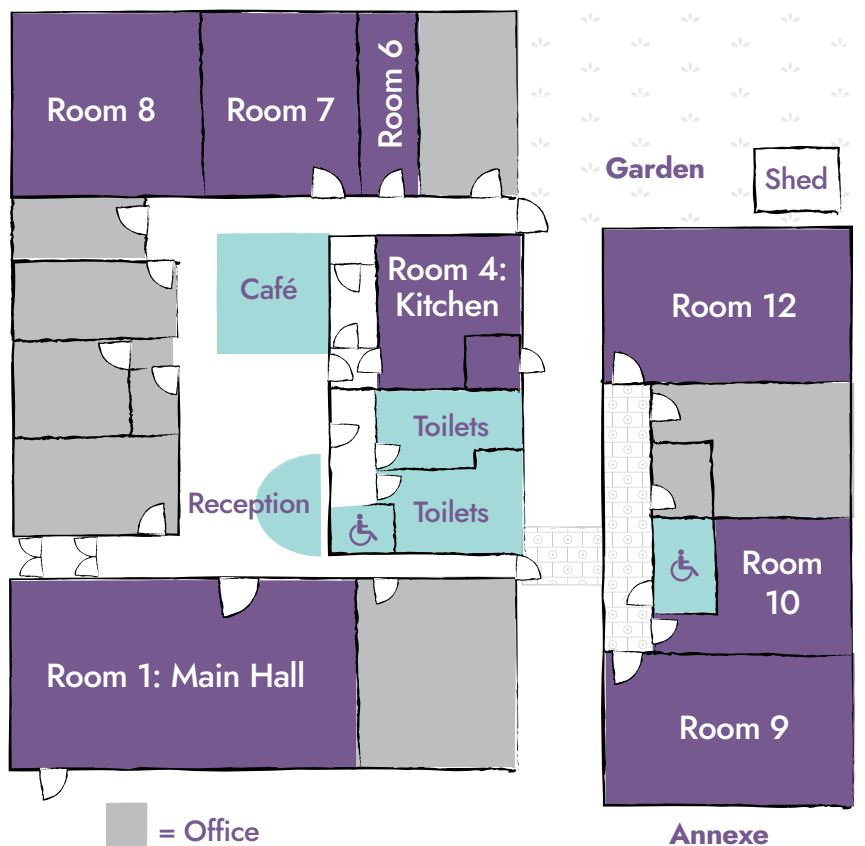
### Annexe:

**Room 9:** 10 x 5.8m

**Room 10:** 6 x 6.8m

**Room 12:** 10 x 5.8m

## Main Building



[www.stwerburghs.org.uk](http://www.stwerburghs.org.uk)

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

# 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.
- **Projector:** half day: £12.50, full day: £25
- **Flipchart stand:** £2.50 and £10 to include pens and paper
- **Staffed bar:** Please enquire with a member of staff. Through Fierce & Noble.
- **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

## Scanning

- 20p per page/scan.

## 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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# Booking Form

Booker/Acct. Holder: .....

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/Invoice Address: .....

.....

..... Postcode: .....

Invoice No/PO No. ....

Telephone: ..... Email: .....

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 |

continued overleaf 





# 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:**

**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: .....



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# 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 showers 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](mailto: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](http://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.

continued overleaf 



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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](http://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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# 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 lungfulls 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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