



Victoria Park Community Centre (VPCC)



2011 Booking Form

HIRER DETAILS Organisation:					
Contact Name					
Position within organisation				Tel No.	
Address					
Post code			Email:		
Day(s) of event		Date(s) of event			
Block booking period		Date from:		Date to:	
Time(s) of event		From:		To:	
Preparation time		From:		To:	
Clearing away time		From:		To:	
Title of event					
Room Requirement	Please tick ✓	Number of Hours	Not for profit organisations	Profit making organisations or events	Total
Main Sports Hall			£15.00 per hour	£25.00 per hour	
Activity Room			£12.00 per hour	£20.00 per hour	
The Rawles Suite (from 11/4/11)			£14.00 per hour	£23.00 per hour	
Consulting Room 3			£5.00 per hour	£10.00 per hour	
Consulting Room 4 (from 1/4/11)			£5.00 per hour	£10.00 per hour	
Family Kitchen			£10.00 per hour	£20.00 per hour	
<i>Please request a copy of our resource hire</i> <i>Charging period will need to include preparation and clearing away times and are to a full 30 minute period</i>					
Facilities Required	£	Style/format of room	Number		
Chairs					
Tables					
Flip Chart	5.00				
PA System	10.00				
<p>INSURANCE – a minimum of £5 million Public Liability Insurance is required when booking this facility and your signature confirms that this is in place.</p> <p>POSTERS – Please note that you are unable to attach any posters/flip chart paper to the walls of the hiring rooms</p> <p>REFRESHMENTS – The centre will not provide refreshments during cafe opening times. Please contact the cafe direct. Out of cafe opening times the centre can provide refreshments @ £1.00 per cup</p>					

I have received a copy of the conditions for hiring which I have read and accept *please tick*

Signed

Date

Completed booking forms to be sent to the Victoria Park Community Centre, Victoria Park Drive, Bridgwater TA6 7AS. Any queries please phone 01278 422255

For office use only			
Total fee paid		Booking entered onto schedule	
Invoice sent		Invoice number	



1. APPLICATIONS

All applications for hire should be made on a booking form and returned to Victoria Park Community Centre, Victoria Park Drive, Bridgwater TA6 7AS

2. BOOKING TIMES

In considering the period of hire required, applicants should note that the hours referred to should include time taken for the preparation and cleaning up of the premises prior to and after the function.

A charge will be made, within the appropriate scale, for any excess period used.

3. PAYMENT

ALL payments must be made within five working days from date of invoice. To avoid a possible surcharge of 8.5% please ensure that you pay within the payment terms.

- a) Single bookings – payment should accompany the booking form.
- b) Block bookings – either (i) in full for the period of bookings or (ii) first month's payment. Where payments are made on a monthly basis, these shall be paid monthly in advance.

Please make cheques payable to Victoria Park Community Centre. A receipted invoice will be given, if requested.

4. CHARGES

The charges for the hire of rooms shall be in accordance with the current scale of charges in force at the time of the hire date/s.

Equipment and administrative services are available and the charges are outlined separately. Please refer to separate list for current charges.

5. INSURANCE

The Hirer must ensure that adequate public liability insurance is in place before any booking is secured. A minimum of £5,000,000 (five million pounds) Public Liability insurance is required to hire any room within the centre.

Proof of insurance cover will be required when making a booking. Please discuss at the time of enquiry.

6. CANCELLATION

a) By Hirer – if either one or more bookings are cancelled then VPCC shall be entitled to retain the whole or part of the fee paid in respect of such cancellation unless the facilities can be re-let. Charges will apply as follows:

- Cancellation 6-8 weeks before date of hire - no charge
- Cancellation 4 weeks before date of hire -50% of hire charge applied
- Less than four weeks notice of cancellation - full charge applied

b) By VPCC – VPCC reserve the right to cancel a booking or close the facility at its discretion. The hire charge will be refunded in such circumstances. Where a booking is cancelled, as much notice as possible will be given and where possible suitable alternative dates and venues will be offered.

7. ADMISSION

VPCC reserves the right to at its absolute discretion to refuse the admission or to evict any person from the premises.

8. LOSS OR DAMAGE

The Hirer shall meet the cost of reinstatement of the premises arising from any damage which may be done to the premises during the hiring.

The Hirer shall leave the premises clean and tidy and shall pay the cost of any special cleaning deemed necessary.

The use of the facility is at the Hirer's risk and the Hirer shall indemnify the VPCC against any liability incurred towards any third party or parties arising out of or incidental to the hire of facilities or equipment and due to the negligence or default of the Hirer or persons or parties under his control.

VPCC shall not be responsible for any loss or damage to any property of the hirer or any other person, left, deposited in brought onto the premises.

9. USE OF THE PREMISES

The premises may be used only for the purpose specified on the booking form. In the event of it being used by the Hirer for other purposes, or if these conditions of letting and any other reasonable requests are not complied with, VPCC may immediately terminate the hiring. The booking fee will not be returnable in such circumstances.

The Hirer is responsible for the control of all persons and parties who are admitted to the facility in connection with the booking. The Hirer should also ensure that noise is maintained at a reasonable level so as not to cause disturbance and nuisance to other users of the building.

The Hirer is responsible for ensuring that all fire escapes are kept clear AT ALL TIMES.

10. PREMISES LICENCE

Should a Premises Licence be in force in respect of the facility, the conditions attached to the licence must be complied with. Should an extension of the

licence by required then contact should be made with Sedgemoor District Council with regard to a Temporary Event Notice.

11. CAPACITY

Please contact the Community Centre Manager for advice and guidance.

12. STRUCTURAL ALTERATIONS

The Hirer shall not carry out any alterations to the building, nor fix or cause to be fixed any apparatus, equipment, notice or decoration without the previous written permission of the VPCC.

13. ANIMALS

No dog, except guide dogs for the blind, or any other animals will be admitted to the facility without the previous consent of the VPCC.

14. CONTROL

The Hirer shall during the hiring be responsible for:

- a) the efficient supervision of the facility including the effective control of children, the orderly and safe admission and departure of persons from the facility;
- b) the safety of the facility and the preservation of good order and decency therein;
- c) ensuring that all doors giving egress from the facility shall be kept unfastened and unobstructed and immediately available for exit during the whole time the facility is in use and no obstruction shall be placed or allowed to remain in any corridor giving egress from the room.

15. EQUIPMENT AND FURNITURE REQUIREMENTS

The Hirer must contact VPCC at least seven days in advance of the hiring to ensure that adequate arrangements regarding equipment, furniture are made.

16. COLLECTIONS AND LOTTERIES

No collection, game of chance, sweepstakes or lottery nor any betting may be conducted on the premises without the prior written consent of the VPCC.

17. REFRESHMENTS

All catering and refreshments need to be purchased from the Centre. Hirers are unable to supply their own drinks and snacks etc.

18. CAR PARKING

The Hirer shall ensure that all persons using the premises are reminded that parking is limited.

19. FIRST AID

The Hirer shall be responsible for providing adequate first aid facilities.

20. STATUTORY REQUIREMENTS

The Hirer shall at all times comply with any statutory requirement or regulations relating to the use of the facility.

21. ALCOHOL ON PREMISES

No alcohol shall be brought into, sold or consumed on the premises without the express permission of the VPCC. A Temporary Event Notice will need to be applied for from Sedgemoor District Council if agreement for such an event involving alcohol is given.

22. USE OF PORTABLE ELECTRICAL EQUIPMENT

Use of any portable electrical equipment on the premises will be permitted as long as the equipment has had and passed a recent Portable Appliance Test.

23. USE OF OTHER EQUIPMENT

The use of bouncy castles/trampolines or any other similar types of play equipment will not be allowed within the community centre.

24. USE OF HAZARDOUS MATERIALS

No exhibitions or other performances will not be allowed which involve the use of chemicals, fire, fireworks or smoke machines, nor shall anything be done so as to increase the policy for fire insurance.

25. VACATION OF PREMISES

No letting shall continue beyond 11 pm without written permission.

The Hirer will ensure that any item of furniture used is returned to its original position. The Hirer will be responsible for ensuring that the hall is left in neat and tidy after use, and that any rubbish is removed and spillages cleaned up.

Any additional cleaning incurred by VPCC will be chargeable to the Hirer.

26. ALTERATIONS OF CONDITIONS

VPCC reserves the right to vary these conditions without notice.

27. HEALTH AND SAFETY

The Hirer will ensure that they follow the procedures in the Evacuation Manual supplied and that all Clients and Colleagues are informed of these procedures.