

Seaton Sluice Community Centre

(M) Booking Form

Return this copy to the OFFICE

Jan 2019

First please confirm availability - Tel 0191 2980323

Complete and return this form to : Seaton Sluice Community Centre, Albert Road,
Seaton Sluice, NE26 4QX
Or email to: seatonsluiceca@yahoo.co.uk

Organisation Name Your Position

Full Name

Address Postcode

Email

Mobile Landline

Please identify your Room Requirements

Which room/s? ...PLEASE circle below or write here: Room

Day Date/s Timeam/pm toam/pm

Frequency (circle please): one off / weekly / monthly / term time only

Other details if any

Room charges per hour

Main Hall	Seats 120 includes use of kitchen (DO NOT use the toys stored on the stage)	£11.50
Kitchen	Please bring your own refreshments	£10
Small Hall (Rooms 6/7)	Seats 70 and includes use of beverage bay	£10
Room 12	IT Suite / Meeting Room - Seats 12	£8
Room 12	IT Suite with use of 5 computers / projector etc	£10.50
Room 5	Meeting Room - Seats 20	£8.50
Room 11	Meeting Room - Seats 10	£6
Room 3	Small Office seats 2/3	£4.50
Garden	Tables and chairs plus use of Beverage Bay	£10

Use of Chairs and trestle tables included in charge - Small chairs (12) and low tables also available
Payment for one off bookings MUST be made prior to the event

Total Due - £..... Payment for one-off bookings must be paid for prior to the event

To ensure customer satisfaction and to minimise your effort when you use the centre PLEASE:

1. Read the attached Terms & Conditions which have legal consequences for you
2. Complete and check YOUR version of the booking form and retain it for your reference
3. Return this copy to the Office after completing both sides of the form if applicable (PTO)
4. Note your KEY collection details which are

CONFIRMATION: I have read and will abide by the Terms and Conditions for room hire

Signed Name (please print) Date.....

Seaton Sluice Community Association
Regular Group - FIRE OFFICER AND FIRST AIDER

Please return with booking form to: The Booking Secretary
Seaton Sluice Community Centre
Albert Road, Seaton Sluice NE26 4QX

Name of group:

Meeting Day Time Frequency

Name of Current Fire Officer: Address: Email Mobile:..... Landline:
--

Name of Current First Aider: Address: Email Mobile:..... Landline:

On behalf of the above group I confirm that we carry out appropriate Risk Assessments where any of our activities, or the materials or equipment used in these activities, could pose a risk to our members, other visitors, or to the centre.

Name (Please print)

Signature

Group Position held

Date

Terms & Conditions of Hire – Jan 2019

Policies are displayed on the notice boards in each building

You have signed to agree to follow the terms below:

1. One off bookings to be paid in advance unless otherwise agreed
2. Regular Invoicing is at the start of the month. Payment before month end (by cheque if possible) made out to Seaton Sluice Community Centre
3. Cancellation - at least 24 hours' notice prior to the date booked must be given to SSCA Booking Secretary or the full booking fee will be charged.
4. SSCA reserves the right to cancel a booking at any time.
5. The hirer must leave the premises in a clean, safe and secure condition and remove rubbish to appropriate bins outside.
6. A charge will be made for any damages, breakages, lost keys or padlocks additional cleaning
7. You may not use the premises for any activity other than that for which it was hired
8. SSCA shall not be responsible to the hirer for any loss, damage or theft in or around the premises
9. **Please include setting up and clearing away time** in your booking to not clash with other hirers
10. You are responsible for setting out and stacking chairs and tables appropriately, unless prior arrangements have been made to support people with physical needs.
11. **DO NOT** drag equipment on our delicate floors. Please lift tables and chairs or use chair trolley.

Equipment & Fault reporting

12. No equipment is to be stored in the Centre without discussion and permission from SSCA
13. You are responsible to PAT test and to safely operate your electrical equipment used in the centre
14. Please use the Repairs Book provided in each kitchen to report any faults, breakages or other issues. If you don't tell us we don't know there is a problem

Safety

15. Smoking and vaping are not permitted in any part of the building OR on site
16. You must make yourselves familiar with the Fire Safety Procedures displayed in each room
17. All groups must designate their own Fire Officer and know the numbers attending your event.
18. Alcohol must not be sold on these premises without a personal Alcohol Licence and the permission of the committee or the Bookings Officer.

Health & Safety Policy and Insurance

19. You must undertake your own Risk Assessment for your activities. Please check floors for dangerous items such as pins, needles or tacks.
20. **Events:** If you are arranging an event you will be asked to meet to confirm Risk Assessments
21. If you are working with children or vulnerable adults or using equipment you should carry your own Public Liability Insurance Policy, or issue a disclaimer to your users
22. **Bouncy Castles** (max height 14ft) can only be used in the Main Hall. Please make sure the Hire Company has appropriate insurance
23. Toys on the stage are privately owned and must not be used by hirers unless special arrangements have been made with the owners

First Aid Policy

24. You are advised to nominate your own First Aid person.
25. A First Aid box is kept in the Main Hall kitchen and one in the beverage bay in the other building
26. Record any Accidents, Incidents or Faults using the slips available in the First Aid kits and return to a Community Centre Volunteer if onsite, **OR** leave next to the First Aid kit

Safeguarding Children and Vulnerable People Policy

27. Each responsible adult working directly one to one for regular sessions with young people under 16 years old or vulnerable people must have a current DBS (Disclosure and Barring Service) Certificate.
28. All adults are responsible to be aware of possible risks and vulnerabilities and to report issues to the responsible person in your group and to inform Seaton Sluice Community Centre Safeguarding Officer/s

PC & Internet Use Policy

29. If booking internet facilities, you undertake to be responsible for the appropriate use of the IT equipment in line with the Policy displayed, and to pay the displayed costs for printing / copying and other services

Car Parking

30. Please respect the one-way system for the safety of all
31. The Centre has some car parking spaces. Please respect the Disability only parking spaces. Further parking is available in the surrounding area. Please respect resident's parking and driveways.

Saving Energy

32. Please do not adjust the central heating or radiator valves unless you have been instructed to do so
33. Draw blinds and curtains when leaving. The stage curtain should only be drawn using the pulley system
34. In the Main Hall if you become too HOT please turn the radiator valves to OFF. DO NOT open the windows with the radiators on!!!! This will make the boiler use more gas.
35. If you change radiator settings in the Main Hall, please turn them back to (V) when you leave
36. Turn out all lights, including in the toilets, when you leave
37. DO NOT stack tables and chairs against the radiators. This only heats up the chair backs, not the room

Recycling & use of plastic

38. Each room has a blue plastic recycling bin. Please put clean / dry paper, cardboard, tins, plastic bottles and aerosols in this bin. All other rubbish goes in the general bin.
39. Please try to reduce your plastic consumption. The centre has plenty of glasses, plates, and mugs which can be cleaned in the dishwasher, rather than using single use plastic or polystyrene items
40. Glass bottles and jars should be washed and put into the glass recycling boxes in the Kitchen or in the Beverage Bay.

Bookings

NOTE: If you are last out – LOCK THE GATES

Seaton Sluice Community Centre, Albert Road, NE26 4QX
seatonsluiceca@yahoo.co.uk 0191 2980323
Co Ltd by Guarantee 06996853 Charity No:1134674

(M) Seaton Sluice Community Centre - Room Booking Jan 2019

Please KEEP for your reference

Organisation Name		
Your Position		
Full Name		
Address		Postcode.....
Email		
Mobile		Landline
Room Booked.....		cost / week £.....
Day	Date/s.....	from am/pm to am/pm
one off / weekly / monthly / term time only		
Other instructions (add details)		
KEY details are		
CONFIRMATION: I have read and will abide by the Terms and Conditions		
Signed.....		Name (please print)..... Date

Room charges per hour

Main Hall	seats 120 includes use of kitchen (The toys on the stage MUST NOT be used)	£11.50
Kitchen	Please bring your own refreshments	£10
Small Hall (Rooms 6/7)	Seats 70 and includes use of beverage bay	£10
Room 12	IT Suite / Meeting Room - Seats 12	£8
Room 12	IT Suite with use of 5 computers / projector etc	£10.50
Room 5	Meeting Room - Seats 20	£8.50
Room 11	Meeting Room - Seats 10	£6
Room 3	Small Office seats 2/3	£4.50
Garden	Tables and chairs plus use of Beverage Bay	£10

Use of Chairs and trestle tables included in charge
Small chairs (12) and low tables also available

One-off bookings MUST be made beforehand (min £35)

Total Due per week / month / term £.....