

# Seaton Sluice Community Centre

**(M) Booking Form** **Return this copy to the OFFICE** **COVID Oct 2020**

**First please confirm availability Tel 0191 2980323 - then return form to:**

Seaton Sluice Community Centre, Albert Road, Seaton Sluice, NE26 4QX

Or email to: [seatonsluiceca@yahoo.co.uk](mailto:seatonsluiceca@yahoo.co.uk)

Organisation Name ..... Your Position .....

Full Name .....

Address ..... Postcode .....

Email .....

Mobile ..... Landline .....

How does a person join your group? .....

How do they pay? How much? .....

## Please identify your Room Requirements

Which room/s? .....

Day ..... Date/s..... Time .....am/pm to .....am/pm

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

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

**KEY** collection details are .....

Other details if any

## Room charges per hour – during COVID 19 restrictions

Main Hall	Maximum 30: 26 seated at tables 10 places for exercise class	£12.50
Kitchen	Maximum of 5 people	£10
Small Hall (Rooms 6/7)	Maximum 20: 15 seated at tables	£11
Room 12	8 seated at tables	£9
Beverage Bay	1 person only	
Room 5	8 seated at tables	£9
Room 11	4 seated at tables	£6
Room 3	1 person only	£5

**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)

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

Signed ..... Name (please print)

..... Date .....

# Seaton Sluice Community Association

## Extra booking Terms & Conditions during COVID Restrictions

1. **Symptoms**: No-one should book a room or rent any part of the Community Centre if they have COVID symptoms or have been in contact with anyone who has COVID symptoms
2. **Pre-cleaning**: All groups are advised to clean surfaces which may have been touched by previous hirers ie table edges, door handles, light switches, toilet handles
3. **Sanitising**: Use **sanitise** when entering and exiting the Community Centre and wash your hands regularly using soap and paper towels
4. **Facemasks** must be worn in the corridors, Library and Post Office. It is up to individual groups if facemasks are used during their activity. Facemasks should not be used during exercise classes
5. **Crowding**: Please avoid crowding at entrances and around toilets. Do not exceed the maximum number for your rooms and maintain social distancing
6. **Cotacts List**: Anyone booking a room in the Community Centre **MUST** maintain an accurate contacts list with names and telephone numbers, and maintain this for 21 days
7. **Illness**: If any of your group members becomes ill they should be isolated and contact made urgently with the Caretaker

# Terms & Conditions of Hire – COVID Oct 2020

***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
29. Please read Safeguarding details on noticeboard for contact details

**PC & Internet Use Policy**

- 30. 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**

- 31. Please respect the one-way system for the safety of all
- 32. 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**

- 33. Please do not adjust the central heating or radiator valves unless you have been instructed to do so
- 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.

**NOTE: If you are last out – LOCK THE GATES**

**Seaton Sluice Community Centre, Albert Road, NE26 4QX**

[seatonsluiceca@yahoo.co.uk](mailto:seatonsluiceca@yahoo.co.uk) 0191 298 0323 **bookings**

Co Ltd by Guarantee 06996853 Charity No:1134674

**Seaton Sluice Community Centre - Room Booking Terms & Conditions of hire and your booking details**

**YOUR COPY - COVID version Oct 2020**

**Group name if applicable** .....

**Your Position / Name**.....

**Your contact details: Address** .....

.....**Postcode**.....

**Email** .....

**Mobile** ..... **Landline** .....

**Room Booked**..... **Cost: week / month / term = £**.....

**Day** ..... **Date/s**.....**from** ..... am/pm **to** ..... am/pm

**one off / weekly / monthly / term time only**

**Other instructions (add details)** .....

**DOOR KEY arrangements are** .....

**CONFIRMATION: I have read and will abide by these Terms and Conditions**

**Signed**.....

**Name (please print)**..... **Date** .....

**Room charges per hour**

Main Hall	Maximum 30: 26 seated at tables 10 places for exercise class	£12.50
Kitchen	Maximum of 5 people	£10
Small Hall (Rooms 6	Maximum 20: 15 seated at tables	£11
Room 12	8 seated at tables	£9
Beverage Bay	1 person only	
Room 5	8 seated at tables	£9
Room 11	4 seated at tables	£6
Room 3	1 person only	£5

**One-off bookings MUST be paid for beforehand (min £35)**