

St Andrew's Community Centre, Saxilby Single Booking Form V7



Date of Hire:			
Purpose of Hire:			
Hirers Name:			
Hirers Address with Postcode:			
E-Mail:			
Daytime Contact:		Evening Contact:	

Room Required:			
<input type="checkbox"/> Function Room		<input type="checkbox"/> Youth Club Room	
		<input type="checkbox"/> Meeting Room	
Start Time: <i>Including set up time</i>		Finish Time: <i>Including clearing away</i>	
Other Services:			
<input type="checkbox"/> Bar <i>(There is a line clean fee of £60.00. This fee will be refunded on bar sales of £500.00 and over)</i>			
<input type="checkbox"/> Food <i>(Please call 01522 702110 to discuss with our staff)</i>			
Are you planning to have an entertainer/bouncy castle etc? Please specify: <i>(The use of bouncy castles will require use of the Youth Club Room. Bouncy Castles may be used in the Function Room at the Centre Manager's discretion)</i>			
How many people do you expect to attend:			
Total Cost:		£	

Consent Form

Your privacy is important to us and we would like to communicate with you about the council and its activities. To do so we need your consent. You can find out more about how we use your data from our "Privacy Policy" which is available from our website www.saxilbyparishcouncil.gov.uk or from the Council Office, St Andrews Community Centre, William St, Saxilby, LN1 2LP.

You can withdraw or change your consent at any time by contacting the council office.

- We may contact you to keep you informed about what is going on in the Council's area or other local authority areas including news, events, meetings, clubs, groups and activities. These communications may also sometimes appear on our website, or in printed or electronic form (including social media).
- We may contact you about groups and activities you may be interested in participating in.
- We may use your name and photo in our newsletters, bulletins or on our website, or our social media accounts (for example our Facebook page or Twitter account).

I agree that the Council may process my personal information for providing information and to correspond with me. Please fill in your details below to confirm your consent. If you are aged 13 or under your parent or guardian should fill in their details below to confirm their consent.

Based on NALC, GDPR Toolkit Template 2018

DECLARATION AND CONSENT:

I agree to comply with the Terms and Conditions of the Hire Agreement including the fees and give my consent for the council to communicate with me.

Name:

Signed:

Date:

Please return the completed signed form to:

bar@saxilbyparishcouncil.co.uk

**Community Centre Manager, St Andrews Community Centre, William Street, Saxilby, LN1
2LP. 01522 702110**

Hire Agreement

1. Use of the Centre

Use of the Community Centre is subject to the following rules and in the case of hirers, to certain standard conditions incorporated in the hiring agreement.

2. Hire fees (From 1st April 2019)

Youth Club Room and Function Room:

Monday to Friday 9am to 4pm - **£8.17 per hour**

After 4pm and all day Saturday & Sunday **with bar - £8.17 per hour** *Plus line clean fee (see page 1)

After 4pm and all day Saturday & Sunday **no bar- £13.96 per hour**

Meeting Room

All times **£8.17 per hour**

Hirers' Indemnity Insurance is held by the Centre and is included in your single booking charge.

3. Equal Opportunities and Data Protection

The Community Centre shall be open to all members of the community in compliance with the provisions of the Equality Act 2010. Information you give us about yourself will be held on computer or manual record, which you have a right to see and check. Information may be shared with organisations we work with to provide services to you. Information may also be used in connection with the prevention and detection of crime and fraud. Our obligations under the Data Protection Act 1998 are explained in our Data Protection Policy which is available on our website.

4. Applying to use the Centre

- a) Application for use of the Centre shall be made to the Community Centre Manager.
- b) The right to refuse any application for the use of the Centre facilities is reserved by the Council, or the Community Centre Manager provided the Community Centre Manager reports his/her action to the next meeting of the St Andrews & Community Committee.
- c) All arrangements for the use of the Centre facilities are subject to the Committee reserving the right to cancel bookings when the premises are required for use as by the Council or are rendered unfit for the intended purpose.
- d) Local groups shall normally have priority use of the facilities but all arrangements to hire facilities made from outside bodies will be honoured except as provided for in (c) above.

5. Hours of Opening

Facilities at the Community Centre are normally available for use between the hours of 9am-12.30am Monday – Thursday, 9am-1.30am Friday and Saturday, and 9am-12.30am Sunday. In exceptional cases these hours may be extended on application to the Community Centre Manager.

6. Maximum Capacity

The Centre has a maximum capacity of 120 per floor and on no account shall these figures be exceeded.

7. Safety Requirements

All conditions attached to the granting of the Centre's Premises Licence shall be strictly observed. Nothing shall be done to endanger the users of the building and the policies of insurance relating to it and its contents. In particular:

- a) Obstructions must not be placed in the gangways or exits, or in front of the emergency exits which must be immediately available for free public egress.
- b) The emergency lighting supply must be turned on during the whole time the premises are occupied and must illuminate all exit signs and routes.
- c) Fire fighting equipment shall be kept in its proper place and only used for its intended purpose.
- d) The fire brigade shall be called to any outbreak of fire.
- e) Performances involving danger to the public shall not be held.
- f) Highly flammable substances shall not be brought into, or used in, any part of the building.
- g) No unauthorised heating appliances shall be used on the premises.
- h) The First Aid box shall be readily available to all users of the premises located in the bar kitchen on the ground floor and the youth club kitchen. Any items used should be reported to the Community Centre Manager.
- i) All electrical equipment brought onto the premises shall comply with the current Electricity at Work Regulations. Each item must be Portable Appliance Tested by a certified electrician.
- j) Smoke machines must not be used within the building due to the sensitivity of the fire alarm sensors.

8. Supervision

The hirer or person in charge of the activity shall not be under 18 years of age and shall be on the premises for the entire period of hire or duration of the activity. When the premises or any part of them are used for the purpose of public entertainment, there shall be a minimum of two persons aged 18 or over on duty. Any event with children/young persons under the age of 17 requires an adult supervision ratio of 1:8 (1 adult over the age of 18 for every 8 children. For younger children additional adult supervision may be required.

18th and 21st birthday parties, and some other events, require Door Supervisors. These must be approved by the Community Centre Manager along with supplying proof of hire or can be hired by the Centre for an additional charge.

9. Storage

Permission must be obtained from the Community Centre Manager before goods or equipment are left/stored at the centre, including authorisation of overnight storage of goods/ equipment before a particular event.

10. Loss of Property

The Council cannot accept responsibility for damage, loss or theft of Centre user's property and effects.

11. Car Parking

Car parking is available at the St Andrews Centre, including an overflow car park on the basketball court.

12. Nuisance

- a) Litter shall not be left in, or about, the Centre premises.
- b) Hirers are responsible for ensuring that the noise level of their function is not such as to interfere with other activities within the building and does not cause inconvenience for the occupiers of nearby houses and property.

13. Cleaning, Security and Care of Centre

All use of the Centre premises and facilities is subject to the hirers accepting responsibility for returning the furniture/equipment to its original position and for securing doors/windows of the premises as directed by the Manager. **All hirers shall leave the premises and grounds in a clean and tidy condition.** Any damage must be reported to staff at the time. The hirer is liable for any damage caused.

14. Payment

Hirers may be required to pay a refundable damage deposit and the amount will vary depending on the type of event / function being held. The hirer and a Centre representative will check the room at the start/finish of hire giving the opportunity to raise any concerns regarding the condition of the room(s).

Full payment of room-hire, including the damage deposit, must be received at least one week prior to the event/room hire taking place. Failure to pay will result in a declined booking.

Regular Hirers: Invoices must be paid by the due date otherwise the Community Centre Manager or the St Andrews & Community Committee reserve the right to refuse future bookings.

If a payment made to the Centre, by a hirer, is subsequently declined causing us bank charges, the Council will seek reimbursement from the hirer concerned for the charge incurred.

15. Additional Safety Measures

All hirers must read and be familiar with the Fire Safety Procedures. The use of candles (except on a cake) is not permitted. All hirers must accept responsibility for the safety of their guests and anyone attending their function. They must identify and assess any potential risk posed. For large events a written risk assessment must be completed, and a copy given to management.

Suitable Bouncy Castles are permitted in the Centre in the Youth Club Room and may be permitted in the Function Room after approval from the Community Centre Manager. However, all hirers must accept responsibility for making sure they conform to the safety procedures laid down by the Bouncy Castle Hire Company as the Manager / St Andrew's & Community Committee cannot accept responsibility. Hirers must also ask to see from the Bouncy Castle Hire Company, a copy of their Public Liability Insurance and proof that the Bouncy Castles are maintained for safety on a regular basis. Copies must be given to management.