

**SEACAF CIC**

**TREVISKER ST EVAL COMMUNITY CENTRE BOOKING FORM**

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| **Event Organiser:** | |
| **Address:** | |
| **Tele No:** | **Email:** |

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| **Day & Date of Event** | |
| **Start Time:** | **Finish Time:** |

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| **Type of Event:** |
| **Number of Persons you expect to attend?** |
| **Single Event: YES / NO** |
| **Block Booking: YES / NO (if yes please provide further details)** |
| **Rooms Required: Sunderland / Catalina / Bar\*/ Kitchen\***  **(\* Please ask for additional forms)** |

**PLEASE NOTE IF HIRING A BOUNCY CASTLE, YOU MUST ENSURE YOU HAVE THE CORRECT INSURANCE COVER IN PLACE. SEACAF (CIC) ACCEPT NO RESPONSIBILITY FOR THE HIRE OF BOUNCY CASTLES**

**PLEASE COMPLETE AND LEAVE IN THE LETTER BOX IN THE FOYER. PAYMENT OPTIONS ARE NOTED OVERLEAF AND MUST BE RECEIVED PRIOR TO THE COMMENCEMENT OF YOUR BOOKING**

**Terms and Conditions**

1. The hirer must be over the age of 18 years, must be present and in charge during the whole period of hire.
2. SEACAF CIC reserves the right to refuse any request for use.
3. Provisional bookings will be held for **7 days only**, from date of enquiry. If a booking form and deposit are not received within **7 days**, the provisional booking will be removed from the diary without further notice.
4. The hirer shall observe all relevant food health & hygiene legislations and regulations.
5. The hirer is expected to familiarise themselves with the food preparation facilities and to ensure that they are adequate for the purpose intended.
6. SEACAF CIC accepts no responsibility for food made and served or food brought to the building and consumed in the room/s.
7. The hirermustleave the room/s in the same clean & tidy condition as found. This will include the removal of all waste to the bins provided outside the building, furniture returned to its original locations, floors swept and spills mopped, kitchen areas properly cleaned down with any waste/foodstuffs removed to the external bins provided. Turn off all lights and electrical appliances. Ensure all doors and windows are closed. Inform immediately of any damage to the room/s, its furnishings, fittings, equipment, accessories and the surrounds – normally the hirer is responsible for the cost of any such damage.
8. The hirer must note that failure to clean the room/s after use will result in the deposit of **£20.00 per room** being retained and possible additional cleaning costs being levied; otherwise the deposit will be returned in full to the hirer after the completion of the event.
9. Some cleaning equipment is available in the laundry room, located in the west corridor through the swing door to the bar. Ensure that this equipment is returned after use.
10. Deposit Policy. A **deposit of £20 per room** (refundable) and a completed booking form is required at the time of booking. This should be placed in an envelope and posted through the Office letterbox in the Reception area of the community centre.
11. Payment for the room/s will be in advance**: £7.50 per hour for Sunderland Room, £5 per hour for Catalina Room**. Written quotes, additional terms and conditions are available on request for hiring of the bar and kitchen. **Cheques must be made payable to SEACAF CIC, BACS – Sort Code: 20-74-20 – Account: 33064174 – St Eval Area Community Action Forum (SEACAF) CIC.**
12. Block bookings must be paid for, a month in advance.
13. Smoke/dry ice machines must not be used in any rooms within the community centre due to fire alarm sensitivity. Any fire alarm activations that occur ignoring this request will be liable to an immediate charge of £50.
14. Commercial hirers must show evidence of insurance, a copy of which should be produced with this form.
15. Where written quotes for room hire and services are requested, a 25% non-returnable deposit will be required at the time of booking; this will be provided in full on the written quote.
16. Cancellation. The hirer may cancel a booking up to 7 days before an event without charge. After that SEACAF CIC reserves the right to charge the full cost of hire. SEACAF CIC reserves the right to cancel a hire by written notice in the event of the premises becoming unfit for use or an emergency preventing or requiring alternative use of the premises. In such cases the hirer will be entitled to the refund of any deposit paid but SEACAF CIC shall not be liable for any resulting direct or indirect loss or damages whatsoever.
17. The hirer acknowledges receipt of the Fire safety instructions, to be retained by hirer.
18. The hirer must report all accidents involving injury to the public to a SEACAF CIC director as soon as possible and complete an accident report in accordance with reporting of injuries, diseases and dangerous occurrences regulations 2013 (RIDDOR). The designated Accident book is located in the laundry room. SEACAF CIC accepts no responsibility for injury sustained by hirers.
19. SEACAF CIC reserve the right to review the hire costs
20. The hirer should take a copy of this form to retain for their information.

*I agree to the above terms and conditions set out above.*

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| **Signed:** |
| **Print Name:** |
| **Date:** |

**Booking confirmation will be sent via email**

**SEACAF Doc/Booking Form/V9 April 19**

**SEACAF CIC - Fire safety Instructions for Hirers**

**ON DISCOVERING OR SUSPECTING A FIRE:**

* Raise the alarm locally by shouting fire;
* Leave the building immediately by the nearest emergency exit, closing any room doors behind you. Give assistance to injured persons or people with disabilities
* Activate a red break glass if you pass one as you leave;
* Proceed to the fire assembly point. (See diagram below)

**DO NOT** delay to collect personal belongings.

**DO NOT** return to the building until notified it is safe to do so by the emergency fire personnel or authorised SEACAF CIC personnel.

Dial 999 to call the Fire Service, informing the operator of the location and nature of incident. (Location: Trevisker St Eval community centre, 750 Orion Drive, St Eval. PL27 7TU)

**ON HEARING THE FIRE ALARM:**

* Leave the building immediately by the nearest emergency exit, closing any room doors behind you; Give assistance to people with disabilities.
* Proceed to the fire assembly point. (see diagram below)

**DO NOT** delay to collect personal belongings.

**DO NOT** return to the building until notified it is safe to do so by authorised SEACAF CIC personnel**.**

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| **FIRE ASSEMBLY**  **AREA** | TSECC Fire Assembly Point Map.JPG |