

Named of organisation/person responsible for booking	
Address	
Telephone Number	

- Voluntary Organisation/Broadlaw Residents Hourly rate £11.00 (minimum 2 hours)
- Business/Private Organisation Hourly rate £16:00 (minimum 2 hours)

Please respect other users by not entering the building more than 30 minutes before your session start time unless previously agreed.

Date/s Required		
Time/s Required	From (To include setting up time)	To (To include clearing away time)
Description of Activity / Function		

Expected Number of People Attending (not to exceed 40 in total)	
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(If you require the use of the projector screen or flip chart stand then please let us know)

Please confirm that you have your own adequate insurance cover for this booking
 Yes No

Additional fee for the use of kitchen facilities - Please tick your level of usage

The Hirer must supply their own food and drinks

Hot Water/Crockery £5:00 per session	<input type="checkbox"/>	Full Use including Cooker - £20.00 Session	<input type="checkbox"/>
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Reduced monthly rates for kitchen hire can be negotiated for regular users

Please make sure that you have read and agree to abide by the 'Conditions of Use' for the Community Centre overleaf

Name of Contact: (Print).....

Signed:..... Date.....

Please return the completed form to:
 Sara Clark - SEHCO
 Portsmouth Guildhall
 Guildhall Square
 Portsmouth
 Hampshire
 PO1 2AB

<p>For general enquires and bookings please phone 07912 986500 / 023 9273 9485 or email admin@sehco.org.uk</p>
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BROADLAW COMMUNITY CENTRE **CONDITIONS OF USE**

1. All bookings are subject to availability and acceptance by SEHCO on receipt of a completed booking form.
2. Bookings will only be accepted for organisations that have been approved by SEHCO. Organisations will be asked to provide a copy of their Public Liability cover, where appropriate a risk assessment for the activity may be requested.
3. **All Booking Fees should be paid in full within 14 days of invoice.**
4. **Cancellations at short notice could incur an admin fee. If less than 7 days notice you will be charged at the full rate.**
5. The maximum number of people to attend (40) must not be exceeded.
6. All emergency exits must be kept clear whilst the centre is in use.
7. Please be aware of other Centre users and do **not** enter the building more than 30 minutes before the start of your session time unless otherwise agreed.
8. The named person making the booking must take full responsibility for the activity/function and participants must take responsibility for their own health safety, personal belongings and aware of fire evacuation procedures whilst using the centre. SEHCO does not accept any liability for loss or damage to personal items. **There must be a named person responsible for the activity.**
9. The **named person** booking this facility will be responsible for ensuring the building is left in a clean and tidy condition. **Any costs incurred by SEHCO to restore the building to a clean and tidy condition will be recharged to the organisation. They will also be responsible for any damage to equipment or breakages.**
10. The building is to be cleared and locked up by 21.00 hrs (9pm).
11. No loud music or noise is to be made that causes a disturbance to neighbours.
12. No smoking is permitted in the building.
13. No alcohol is to be consumed on the premises.