

## Booking Form

### St Mary's Community Building

St Mary's House, St Mary's Road, Portsmouth PO3 6BB  
for more information visit: [www.sehco.org.uk](http://www.sehco.org.uk)

<b>Name of organisation/person responsible for booking</b>	
<b>Address</b>	
<b>Telephone Number</b>	

**Please tick the correct box**

- This is a Voluntary/Charitable Organisation      Hourly rate £10:00 (minimum 2 hours)
- This is a Statutory/Private Organisation      Hourly rate £15:00 (minimum 2 hours)

<b>Date/s Required</b>		
<b>Time/s Required</b>	<b>From</b> <small>(to include setting up time)</small>	<b>To</b> <small>(to include clearing away time)</small>
<b>Description of activity/function</b>		

<b>Expected Number of People Attending (not to exceed 40 in total)</b>	
--	--

**Please confirm that you have your own adequate insurance cover for this booking**

Yes       No

***I have read and agree to abide by the Conditions of Use for the Community Building.***

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

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

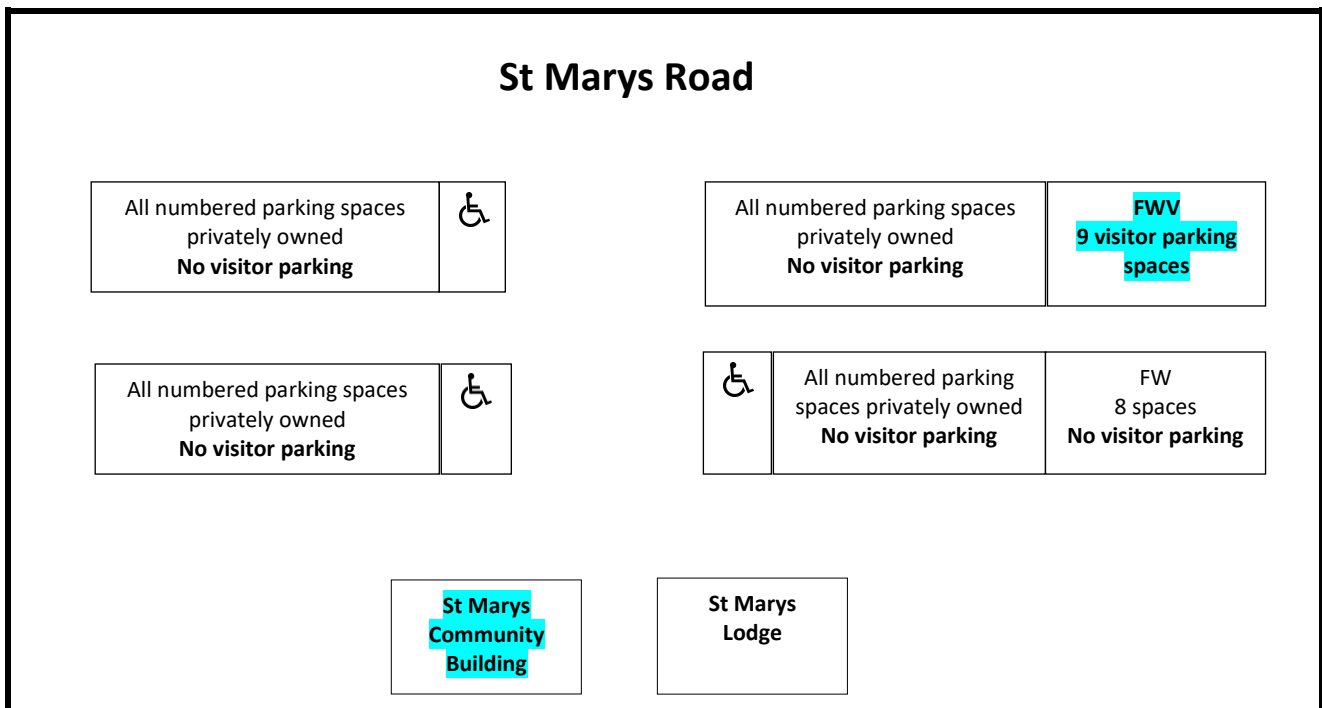
**Please return the completed form to:**

Sara Clark - SEHCO  
Portsmouth Guildhall  
Guildhall Square  
Portsmouth  
Hampshire  
PO1 2AB  
or e-mail to: [sara@sehco.org.uk](mailto:sara@sehco.org.uk)

**For any further information, contact Sara Clark on 02392 739485 or 07912 986500**

## ST MARY'S COMMUNITY BUILDING - CONDITIONS OF USE

1. All bookings are subject to availability and acceptance by SEHCO on receipt of a completed booking form.
2. The maximum number of people to attend has been assessed as 35 by the Fire Officer. This figure is not to be exceeded.
3. The customer booking this facility will be responsible for any damage or breakages to equipment in the building.
4. The customer will also be responsible for ensuring the building is left in a clean and tidy condition. Any costs incurred by SEHCO in this respect will be re-charged to the customer.
5. If you need to cancel your booking you **must** give us 7 days notice prior to your booking. There will be a cancellation fee if you fail to do this.
6. No loud music or noise is to be made that may cause disturbance to residents.
7. SEHCO does not accept any liability for loss or damage to personal items.
8. St Marys Community Building has a fully equipped kitchen, but the group must supply their own refreshments.
9. Visitor parking bays should **only** be used when parking on site. These are allocated at the far end of the car park marked FWV (9 parking spaces) as shown in the diagram below.



**Please be aware that the person booking the event must collect and return the keys from SEHCO's office at the Portsmouth Guildhall during office hours. On arrival please call 02392 739485.**

**It is your responsibility to ensure that the building is locked and secure after use and all lights are switched off.**

**Please be aware that there may be a booking immediately after yours and must vacate the building at the stated time.**