

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

Name of organisation/person responsible for booking	
Address	
Telephone Number	

Please tick the correct box

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

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 35 in total)	
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Please confirm that you have your own adequate insurance cover for this booking

Yes No

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.

Please return the completed form to:

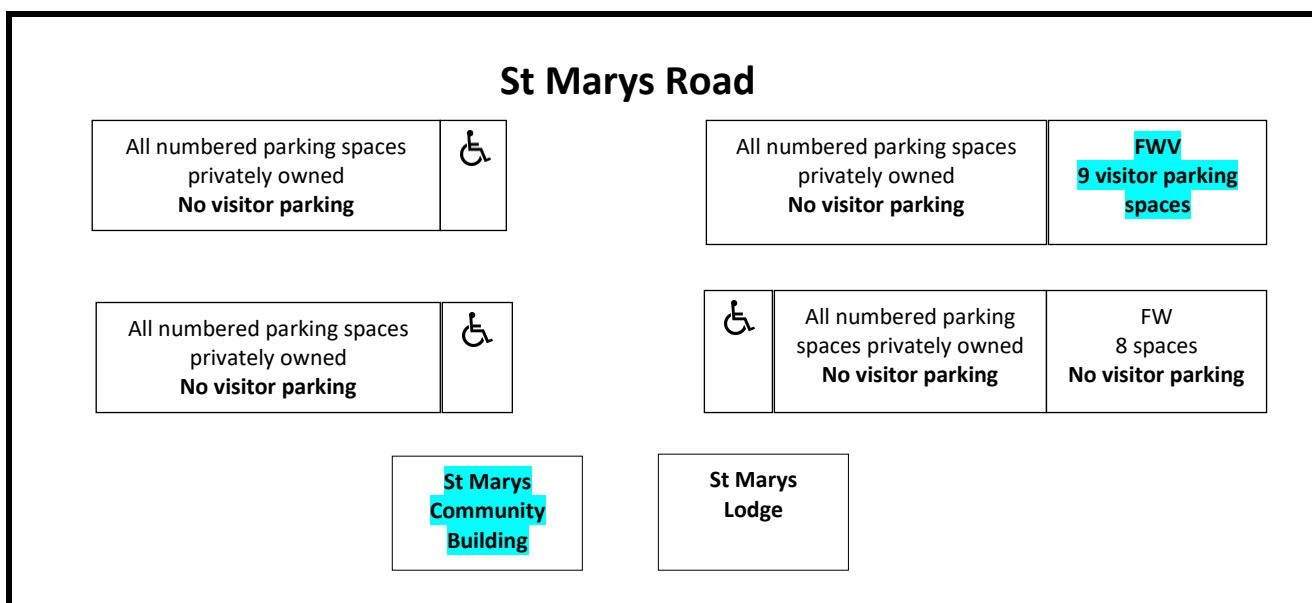
Sara Clark - SEHCO
Portsmouth Guildhall
Guildhall Square
Portsmouth
Hampshire
PO1 2AB
or e-mail to: sara@sehco.org.uk

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.

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.



SEHCO takes data protection seriously .The personal information you provide will only be used to respond to you regarding your booking and to keep you updated, not for any other purpose.

Please tick the box to confirm your consent for SEHCO to hold your personal data

For further information then please head over to our 'Privacy' page at www.sehco.org.uk or email admin@sehco.org.uk

By signing below you are confirming that you have read and agree to abide by the 'Conditions of Use' for the Community Centre overleaf.

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

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