

Broadlaw Community Centre

1 Lion Place, Bishopsfield Road, Fareham PO14 1FE
For more information visit: www.sehco.org.uk

Named of organisation/person responsible for booking		
Address		
Telephone Number		

- Voluntary/Charitable Organisation 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 until your allocated booking start time

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

Yes No

Please let us know if you require the use of the projector screen, flip chart stand

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		Full Use including Cooker - £20.00 Session	
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Reduced monthly rates for kitchen hire can be negotiated for regular users

Please return the completed form to:

Sara Clark - SEHCO
Portsmouth Guildhall
Guildhall Square
Portsmouth
Hampshire
PO1 2AB

For general enquires and bookings please phone 07912 986500 / 023 9273 9485 or email admin@sehco.org.uk
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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 before your allocated booking time unless otherwise agreed by SEHCO.
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 awareness of the 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 and securely locked. **Any costs incurred by SEHCO to restore the building to a clean and tidy condition will be recharged to the organisation/hirer. 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.

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.....