



Booking Form Spithead Resource Centre

Montgomerie Road Southsea PO5 1EB
for more information visit: www.sehco.org.uk

Name of organisation/person responsible for booking	
Address	
Telephone Number	

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)

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

- Yes No

Please note there is an additional charge for the IT Suite. Please tick the correct box if the IT Suite is required.

- Voluntary/Charitable Organisation IT Suite - Hourly rate £5:00
- Statutory/Private Organisation IT Suite - Hourly rate £7:00

Please be aware that the person booking the event must collect and return the keys from SEHCO's office at the Portsmouth Guildhall. This must be done in office hours. There may be a booking immediately after yours so please vacate the building at the stated time.

Please return the completed form to:

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

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

SPITHEAD RESOURCE 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.
3. The maximum number of people to attend (25) must not be exceeded.
4. All emergency exits must be unlocked whilst the centre is in use.
5. The organisation making the booking must take responsibility for the activity provided, and participants must take responsibility for their own health safety and personal belongings whilst using the facilities. SEHCO does not accept any liability for loss or damage to personal items. **There must be a named person responsible for the activity.**
6. The organisation booking this facility will be responsible for ensuring the building is left in a clean and tidy condition and securely locked at the end of the booking. Any costs incurred by SEHCO in this respect will be recharged to the organisation. It will also be responsible for any damage to equipment or breakages.
7. 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.
8. The building is to be cleared by 21.00 hrs (9pm).
9. No loud music or noise is to be made that causes a disturbance to neighbours.
10. No smoking is permitted in the building.
11. No alcohol is to be consumed on the premises.
12. The centre has an equipped kitchen, but the group must supply their own refreshments.
13. The organisation is responsible for the security of the building after use.
 - Please remember to lock the emergency exit door to the garden and both locks on the front door when leaving.
 - Please ensure lights, IT Suite (if used) and all other used appliances are switched off.
 - If you turn on the heating please remember to turn it off as well.

If failure to do so results in any damage or loss, the booking organisation will be held responsible.

The front door has 2 different locks;

- Red Key – top lock – pull the handle slightly forward
- Green key – bottom lock

The third key is the emergency exit to the garden – unlock the door whilst using the room. The garden is NOT for your use, it is for sole use of the residential accommodation.

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.....