



Southport Community Centre
 Norwood Road, Southport, PR8 6HQ
info@southportcommunitycentre.org.uk / 01704 517810

Southport Community Centre Booking Form

Please select which room(s) at Southport Community Centre you would like to hire

- Norwood Room** (£12 per hour)
 All Souls Room (£12 per hour)
 Small Meeting Room 1st Floor (£7.50 per hour)
 Interview Room (£7.50 per hour)

Date of Hire(s) Start Time Finish Time

Purpose of the Hire / Activity Approx. Number of attendees

Would you like your event included in our Events Calendar / What's On guide? (public or private?) YES NO

Your Name Are you the appropriate contact for this event/activity? YES NO

Name of Group / Organisation/ Company (if applicable)

Contact Phone Number Contact Email

Do you have any special requirements (e.g. accessibility). If so, please provide details

Do you require any of the following?

- PA System** inc. microphone, speakers, stands, cables (£10 per hire)
 55" TV / Screen (£5 per hire)
 Laptop and/or Projector (£5 per hire)
 Flipchart Paper, stand and pens (£5 per hire)

Refreshments: Tea, Coffee & Water (£1 per person)
 What time(s) would you like your refreshments?

PLEASE NOTE: Guest **Wifi** is available in all rooms at Southport Community Centre free of charge. Please contact a member of staff on the day for assistance and support.

Confirmation

I have read and accept the terms and conditions set out overleaf and agree to pay Southport Community Centre for any losses of damages incurred during this hire period caused by the hire party or organisation.

Date Signature Print Name:

PLEASE RETURN YOUR COMPLETED BOOKING FORM TO SOUTHPORT COMMUNITY CENTRE, NORWOOD ROAD, SOUTHPORT, PR8 6HQ OR EMAIL TO INFO@SOUTHPORTCOMMUNITYCENTRE.ORG.UK

For Office Use Only
 Booking Receipt Number



Southport Community Centre
Norwood Road, Southport, PR8 6HQ

info@southportcommunitycentre.org.uk / 01704 517810

Terms & Conditions of Hire

1. Invoices should be paid at time of booking by cash or by cheque after receiving invoice from Sefton CVS within 30 DAYS
2. 48 hours' notice is required for all cancellations and failure to provide notice will result in the hirer incurring full costs.
3. If hiring the room out during the weekends / or late evenings there will be **no staff on site**. The hirer of the room must take responsibility for opening and closing the building (after receiving a full briefing from the Centre Manager on how to do this.). You will be provided with the Manager's mobile number as an emergency contact number only.
4. During the weekend / or late evening room hire, you are the custodian of the building. Once in possession of the keys, do not leave the building unattended. If you do need to leave the building during the hours of your room hire, please ensure the building is secure by locking the main entrance and returning the keys to the key safe.
5. Once your weekend / or late evening room hire is complete, **please contact the appointed staff contact via email or phone** to indicate that you have vacated the building, secured the premises and returned the keys to the key safe.
6. If you are hiring one of the main halls for a party, a vacuum will be provided to you so that all foodstuffs can be removed from the carpet and floor areas – please ensure this is carried out.
7. Please note we do not allow bouncy castles or any other sort of inflatables in the building.
8. No electrical devices are permitted to be brought into the building. This includes kettles, microwaves / mini-ovens, hot plates or any device which has not been PAT tested as part of building's approved electrical equipment list.
9. Southport Community Centre does not accept responsibility for any loss or injury resulting from the misuse of furniture or equipment or as a result of any criminal act.
10. No alcohol is allowed to be consumed on the premises
11. The purpose of the room hire should not contravene the aims of objectives of the Centre's key stakeholders: Sefton CVS, Brighter Living Partnership and St. Simon & St. Jude's.
12. A small kitchenette is available with water supply. Those hiring a room must bring their own tea coffee milk supplies and paper cups, if not utilising in-house caterers at the Centre. Please leave the kitchenette clean after the end of your activity. Outside caterers can also be used - this is to be arranged by the person requesting the room hire.
13. All users of the building must abide by the Centre's Health & Safety Policy.
14. The hirer shall pay for any damage done to any part of the building as a result of negligence.
15. Southport Community Centre reserves the right to cancel the room hire and in such an event will refund payment of the room.
16. You are responsible for obtaining any licences necessary in connections with the booking other than those held by Southport Community Centre
17. The hirer may arrange chairs / tables to best suit their activity – and takes responsibility for organising this. Rooms should be left clean and tidy and returned to the standard chair / table layout.