

## Southport Community Centre Booking Form

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

- Main Hall (£12 per hour)       Interview Room (£7.50 per hour)

Date of Hire(s)  Frequency w/m  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 & address

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: please discuss any requirements with staff before event . Please see note number 12 of terms & conditions overleaf.

**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](mailto:INFO@SOUTHPORTCOMMUNITYCENTRE.ORG.UK)

**Please note smoking & vaping are not allowed anywhere on site. Please read the attached sheet for advisories regarding Covid-19.**

### **Terms & Conditions of Hire**

1. All private hire bookings should be paid seven days in advance of the booking date. Credit will only be given to large organisations. 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 staff on how to do this.). The emergency contact is Gary 07842 314141.
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 via email** [info@southportcommunitycentre.org.uk](mailto:info@southportcommunitycentre.org.uk) 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 no smoke machines, foam machines, snow machines or confetti machine or similar are allowed on site.
8. Please note we do not allow bouncy castles or any other sort of inflatables in the building.
9. 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.
10. 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.
11. No alcohol is allowed to be consumed on the premises.
12. 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.
13. A small kitchenette is available with water supply. There is also a kettle and fridge available to use.. 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.
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 connection with the booking other than those held by Southport Community Centre
17. It is the responsibility of the hirer to undertake a risk assessment prior to the event taking place.