

WADCA

Community Centre

Watleys End Road, Winterbourne, Bristol, South Gloucestershire. BS36 1QG

Website. www.wadca.co.uk

Contact number. 01454 776268

Email. ca.winterbourne@gmail.com

Company number. 7743436

Charity number. 1145195

Facility Booking Form

Name.....

Address.....

Contact number.....

Email.....

Date of booking.....Purpose of booking.....

Estimated number of party (guest list required on day in case of fire).....

Cost per hour unless stated otherwise	Main hall	Sports hall	Skittle alley		Lounge		Bar open (Unless in skittle alley lounge must also be selected) Time bellow for bar opening and closing time	Kitchen (not hourly)		Blue room
			No alley	Alley	Only room	Alongside another full paying room		Hot drinks	Cooking (Not rational)	
Capacity	120	200	60	40	N/A <small>Unconfirmed (Easy seating 50)</small>		N/A	N/A		20
Price	£25.00	£17.00	£17.00		£10.00	£5.00	£0.00	£7.00	£30.00	£10.00
Tick where needed										
Access start TIME (including set up)										
Access end TIME (including clear down)										

Payments

- There is a security deposit of £100 made via a cheque or cash, this is returned after the room is back to our standards and compliance with the terms of hire are met. The total fee must be paid at a minimum of 14 days prior to the event. This secures the booking and confirms all is to go ahead as agreed upon. Payments are non refundable

Cash	Cheques	Bank Transfer
	Please make them payable to 'WADCA'	HSBC Sort code: 40-47-34 Account No: 01522124
		Reference your name and the date of the booking xx.xx.xxxx.

Signature		Date
Print		__/__/__

Extras	Charge	Tick where appropriate	Amount (relevant for some)
Take away food containers (or if your prepared enough bring your own from home to reduce waste)	50p per unit	Can be decided on the day	
Smart speaker (connected to a staff members phone)	£5		N / A
Set up room	£30 per room		
Clear down room	£30 per room		
Round tables (8) (4 foot, seat 8 for a meal or 12 for buffet)	£5 per		
Table cloths	£5 per		
Corcage for any alcohol opened in the facility supplied by the booking	£5 per bottle (can be paid on the day of booking as long as ticked for prior understanding)		
Urn	£10		N / A
Portable PA (adaptor must be self provided, aux to specific device)	£25		N / A
Projector	£25		N / A

Terms When Hiring The Facility

To make life a little easier we have tried to shorten and make a bit more sense of our terms and conditions when booking with us. If you would like a copy of the full terms and conditions you are more than welcome just ask the member of staff you are leasing with and they will be more than happy to provide them for you

- Your booking is of an empty room which allows the use of our 4 foot (17) and 6 (6) foot rectangular tables and chairs or external equipment which is self provided
- As a licensed venue drinks are to be bought from the WADCA not self provided
- When having the bar there is a rule that you must spend a minimum of £100 in order for the use to be free, if you do not meet this there is a charge of £30 to hire the bar
- When hiring the kitchen for hot drinks the booking must supply their own tea towels, and ingredients to make the hot drinks (tea bags, coffee, sugar, milk and anything else). The facility is responsible for supplying kettle(s), mugs, spoons, washing liquid and sponges. Expectation is to clean and return the items used to the location found and condition found
- Ratio of adult to minors varies depending on the age of minors and the activity being completed. Must be discussed when booking.
- When clearing up after your booking the tables are expected to be wiped, collapsed and put away. The chairs are expected to be stacked in 6s and returned into the chair store. The floor is expected to be swept.
- Rubbish created must be removed and disposed away from the property (taken home)
- Confetti, including table decorations or in balloons are not welcome in the premise
- Decorations must not be attached directly to walls or attached to any surface that can cause damage in any way
- If for any reason the facility is either damaged or left in a condition that other individuals cannot use the facility the security deposit is either partially or fully redeemed and thus not returned. In instances such as property damage where anything is broken, failure to properly clean down and in situation like sickness similar to a soiling fee.

Self catering

- Unless the kitchen is booked you do not have access to the kitchen including equipment or content (crookery / cutlery).
- As stated by food hygiene regulations food must not be left out for more than 2 hours, this is to avoid contamination of harmful bacteria.

By signing above you are confirming you understand what is expected from you and provided for you, including the consequence of the security deposit being kept