

# WADCA

## Community Centre

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

Website. [www.wadca.co.uk](http://www.wadca.co.uk)

Contact number. 01454 776268

Email. [ca.winterbourne@gmail.com](mailto:ca.winterbourne@gmail.com)

Company number. 7743436

Charity number. 1145195

### Facility Regular Booking Form

Name.....

Address.....

Contact number.....

Email.....

Date of booking start .....Regularity.....

Purpose of booking.....

Cost per hour unless stated otherwise	Main hall	Sports hall	Skittle alley		Lounge	Kitchen (not hourly)		Blue room
			No alley	Alley		Hot drinks	Cooking (Not rational)	
<b>Capacity</b>	120	200	60	40	N/A <small>Unconfirmed (Easy seating 50)</small>	N/A		20
<b>Price</b>	£18.50	£14.00	£14.50		£10.00	£7.00	£30.00	£8.50
<b>Tick where needed</b>								
Access start TIME (including set up)								
Access end TIME (including clear down)								

#### **Payments**

- Payments are to be paid one month in advance. Necessary cancellations of the room are encouraged as far in advanced as possible, cancellations made to to a month prior to the booking are non chargeable however if it is sooner then this time frame payment is still expected and required. In instances of sickness or unconfirmed absences payment is still required

<u>Cheques</u>	<u>Bank Transfer</u>
Please make them payable to 'WADCA'	HSBC Sort code: 40-47-34 Account No: 01522124
	Reference your class name

Signature		Date
Print		__/__/__

Extras		Charge	Tick where appropriate	Amount (relevant for some)
Round tables (8) (4 foot, seat 8 for a meal or 12 for buffet)		£5 per		
Table cloths		£3 per		
Urn		£5		N / A
Portable PA (adaptor must be self provided, aux to specific phone)		£20		N / A
Projector		£25		N / A

  

Key holder	Charge	Tick where appropriate	Amount (relevant for some)	Information
Key	£20		N / A	Keys are deposit paid meaning if for any reason you no longer need your key when it is returned to us you get this money back. This is predominately 1 per group and is registered to the booking name
Fob	£6 per			Unlike the key this is a purchase we do not buy these back. This is encouraged to be for class members who use the front door regularly this reduces disruption to other classes

## 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

- You as the key holder are responsible for your set of keys and the code information for the side gate and the alarm system.
- As the key holder you must sign in when arriving and sign out when departing
- When leaving you must check all possible lights and heaters are switched off
- If you are the last to leave the building please set the alarm and lock the door
- If you are the last to leave the side car park please shut the gate
- 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
- Ratio of adult to minors varies depending on the age of minors and the activity being completed
- 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 left clear (maybe swept depending on purpose of booking)
- 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

By signing above you are confirming you understand what is expected from you and provided for you.