



Watleys End Road, Winterbourne, Bristol, South Gloucestershire.
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Company number. 7743436

Charity number. 1145195

Irregular 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 <u>Apr 2024-Mar 2025</u>	Main hall	Sports hall	Skittle alley		Lounge <small>(Non exclusive, people may need to walk through in order to get to where they have hired)</small>		Bar open <small>(Unless in skittle alley lounge must also be selected) Time below for bar opening and closing time</small>	Kitchen <small>(Not hourly) (Non exclusive, when hiring for just hot drink facility other people may also be entitled to do the same)</small>		Blue room
			No alley	Alley	Only room	Alongside another full paying room		Hot drinks Suppl	Cooking (Not rational)	
Capacity	120	200	60	40	N/A <small>Unconfirmed (Easy seating 50)</small>		N/A	N/A		20
Price	£30.00	£20.00	£20.00	£15.00	£5.00	£0.00	£10.00	£10.00	<small>Priced per requirement</small>	£10.00
Tick where needed										
<small>Access start TIME (including set up)</small>										
<small>Access end TIME (including clear down)</small>										

Full expected facility charge (only to be filled in by staff).....

Payments

- There is a security deposit of £100 made via a cheque or cash (NOT bank transferred), this is returned after the room is back to our standards and compliance with the terms of hire are met.
- 50% of the expected facility charge is required immediately to confirm the booking. The remaining 50% is then expected to be paid a minimum of 14 days prior to the event. This secures the booking and confirms all is to go ahead as agreed upon. All payments are non refundable

Cash	Cheques	Bank Transfer
	Please make them payable to 'WADCA'	<p>HSBC Name: Winterbourne & District Community Association Sort code: 40-47-34 Account No: 01522124</p> <p>Reference your name and the date of the booking xx.xx.xxxx.</p>

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) including table cloth	£8 per		
Table cloths	£3 per		
Corcage for any alcohol opened in the facility supplied by the booking <small>Corsage does not apply to hard spirits these are strictly not allowed to be brought into the venue</small>	Priced per requirement		
Urn	£10		N / A
Portable PA (adaptor must be self provided, aux to specific device)	£25		N / A
Projector	£25		N / A
Bin collection (ability to leave rubbish over 1 standard bin bag)	£25		N / A

Terms When Hiring The Facility

- Your booking is of an empty room which allows the use of our 4 foot (17) and 6 (6) foot rectangular tables (these are communal to the building so other hiring parties may also use them, they are shared respectfully) and chairs or external equipment which is self provided
- As a licensed venue drinks are to be bought from the WADCA not self provided. If drinks are found to be supplied by the party the booking will be brought to an abrupt end
- 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 up 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 and returned into their store. The floor is expected to be swept or hoovered.
- Rubbish created must be removed and disposed away from the property (taken home)
- 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 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 (crockery / 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