

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

Regular Facility Booking Form

Name.....

Address.....

Contact number.....

Email.....

Date of booking startRegularity.....

Purpose of booking.....

Cost per hour unless stated otherwise Apr 2024 - Mar 2025	Main hall	Sports hall	Skittle alley		Lounge	Kitchen (not hourly)	Blue room
			No alley	Alley		Hot drinks	
Capacity	120	200	60	40	N/A <small>Unconfirmed (Easy seating 50)</small>	N/A	20
Price	£20.00	£15.50	£15.50		£12.50	£10.00	£10
Tick where needed							
<small>Access start TIME (including set up)</small>							
<small>Access end TIME (including clear down)</small>							

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 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 Name: Winterbourne & District Community Association Sort code: 40-47-34 Account No: 01522124
		Reference your class name
Signature		Date _ / _ / _
Print		

Extras		Charge per use (each session you book)	Tick where appropriate	Amount (relevant for some)
Urn		£5		N / A
Portable PA (adaptor must be self provided, aux to specific phone)		Priced per request		N / A
Projector		£25		N / A

Key holder	Charge	Tick where appropriate	Amount (relevant for some)	Information
Key	£20 per		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. 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

Committee member

Although this isn't mandatory we encourage it as it then involves you more with the other things in the centre, it give you the ability to put forward suggestions and thoughts you may have around decisions in the building.

Yes / No

Receiving emails

Do you give us permission to be included on our mailing list, these emails are to notify you of what else is going on in the centre. You will automatically be added to the regular hirers list, this informs you of any changes and important information.

Yes / No

Poster

As a regular hire you are welcome to being involved on our "what we have going on in the centre" notice board. This poster must be A4, either landscape or portrait and must be Laminated. This can be left with a staff member to put up

Terms When Hiring The Facility

- 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 hire is only of the rooms selected above at the times stated above, this mean you are not to use other areas of the facility without prior agreement from the centre, similarly extending or changing the times has to be agreed prior
-
- 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 and returned into their store. The floor is expected to be left clear (maybe swept or hoovered 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.