

**AVONWAY COMMUNITY CENTRE  
Room Hire Booking Request**



**BLOCK LETTERS PLEASE**

Name of organiser: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Postcode: \_\_\_\_\_  
 Email: \_\_\_\_\_ Invoice email (if different): \_\_\_\_\_  
 Name of Organisation or Individual: \_\_\_\_\_  
 Is this booking for a Club or Charity (i.e. not an individual, public authority or business): YES / NO  
 Space(s) to be booked: \_\_\_\_\_ Annexe block booking: YES / NO

**Users MUST book all time needed for set-up and take down of their sessions**

	Times				Chargeable Time (hours)	Kit		
		Event				Projector	Kurling	Skittles
Dates	Set-up starts	Starts	Ends	Clear up ends				

Will the kitchen facilities be used? Note **NO** nuts or products containing nuts allowed in the **Annexe**: YES/NO

Where more than ten bookings are required, please use continuation sheet and tick  here

Note: No charge is made for use of our PA, hearing loop (where fitted), sound system or projector. Users must bring their own batteries for microphones or purchase them from the office (either PP3 or AA, depending on room, please ask).

Before committing to a booking and the associated cancellation charges hirers must inspect the rooms and satisfy themselves that they are suitable for their proposed use. Attention is drawn to parking limitations (see 4d).

**I have read and accept the F&DCA Room Hire Terms and Conditions (overleaf) and the Current Charges**

**USER** - Signature of user: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE** - Agreed for F&DCA: \_\_\_\_\_ Name/status: \_\_\_\_\_

Revision: November 2024

# Fordingbridge and District Community Association

## TERMS & CONDITIONS FOR USE OF THE AVONWAY COMMUNITY CENTRE

### 1. STATUS

- a. These Terms and Conditions are set by the Trustees of the Fordingbridge & District Community Association (*The Association*) and cannot be varied without the written agreement of the Chairman.
- b. The Current Room Hire Charges of The Association and the Avonway User Guide form part of these Terms & Conditions.

### 2. BOOKINGS AND CANCELLATIONS:

- a. No booking will be confirmed until the user has provided a completed booking form which establishes a contract. This may be done online by ticking the relevant box in the booking software when implemented. An unsigned emailed booking form will also be assumed to establish a contract.
  - b. When booking in a private capacity, such as private parties, bookings will only be confirmed once a deposit and full payment has been received (full deposit information is included within our 'Private Party Form (July Revision)' document). Full payment is required at least one week prior to the date of an event. If payment hasn't been received by this time, hirers will have their contract terminated and will be denied access to the building.
  - c. The Association reserves the right to refuse or vary bookings. Every effort will be made to give adequate notice of any changes.
  - d. Cancellations at less than four weeks' notice will be subject to a 25% charge and those at less than one week will be subject to a charge of 50% of the cost of the cancelled booking. Booked sessions may not be changed on the day and will be charged in full.
  - e. The terms set out at d) will apply to component bookings of a block booking. Where such cancellations reduce a block booking below a discount threshold, any discount previously allowed will be forfeited.
  - f. Cupboard hire at an annual charge is subject to availability and is solely for materials used at Avonway.
3. Out of office hours the doors are locked as much as possible to improve safety and security. Hirers may use the key, or fob, located in our key safes to access our main building and Annexe respectively (details for the key safe combinations are included within either our 'To open and close the doors June 2023' or 'Annexe access arrangements (PDF)' documentation. Please ask the office for a copy should you require one). If the Taylor Room is being used, you will find the key for it in a separate key safe located directly next to the Taylor Room door.

### 4. USE OF FACILITIES

#### a. Common facilities

The kitchens and toilets are facilities available to all users unless notified by The Association in advance. Use of the bar needs to be agreed at the time of booking and is subject to an additional charge.

#### b. End of Hire period

The Association operates based on user self-help. Users are required to set up for their own use and to return the room to the state in which they found it. The Association provides background cleaning, but users are required to ensure that cleanliness is maintained at the end of use. Users must ensure that:

- i. Tables & chairs are put away after use. Note that for safety reasons chairs should be stacked facing the walls, with no more six chairs in a stack.
- ii. Windows are closed.
- iii. Lights & taps are turned off and, if used, the dishwasher & cookers are emptied & turned off.
- iv. User property is put away in a hired cupboard or taken off the premises.
- v. User rubbish is removed from the premises to avoid charges made by NFDC for rubbish collection.

#### c. Damage

- i. Users should report all deficiencies and damage to the office by phone, email or note.

#### d. Parking

- i. Avonway has limited car parking spaces. If spaces are vacant in our rear car park, located off the main road through the high street, please feel free to park here; vehicles and property is left at your own risk and priority is given to staff, hirers, tradespeople and disabled users. Our front car park, located directly in front of our entrance doors, has extremely limited parking. Because of this, parking is generally prohibited; unless permission is given by a member of staff, our front car park is reserved for staff, tradespeople and disabled users. Avonway parking is only available to users parking for an activity at Avonway; we do not permit parking for users who will be going offsite.
- ii. If our car park is full, passengers (disabled or not) should be dropped off and vehicles parked in the public car park. Users are not permitted to park in our emergency vehicle space or on the road outside of Avonway.

#### e. Costs caused by breaches of these conditions

- i. The Association reserves the right to charge for user caused damage or unnecessary cleaning costs.

### 5. SAFETY AND SECURITY

#### a. General

*The Association* provides facilities which meet statutory requirements in respect of Fire, Health and Safety and other legislation. *The Association* has no effective control over how its facilities are used and compliance with other aspect of legislation is strictly the responsibility of users.

#### b. Fire

The policies and procedures established by *The Association* for Fire Safety are made available to users. Hirers must operate these and ensure that members of their group are properly informed. Particular attention is drawn to the need to keep Fire Exits clear and to the statutory ban on smoking anywhere on site.

#### c. Electrical equipment

The Association's electrical equipment is regularly inspected. Hirers using their own portable electric appliances do so at their own risk and responsibility.

#### d. Security

- i. All users must be aware that there is minimal control over who may enter or leave Avonway. Where practicable users are advised to keep doors locked.
- ii. The final group to leave the building should check that the building is empty and that all external doors & windows are closed & latched and that all lights and electrical equipment are switched off as instructed or as appropriate

#### e. Young and vulnerable persons

- i. *The Association* only accepts bookings from adults over the age of eighteen.
- ii. Users are responsible for the safeguarding of young and vulnerable people

### 6. LIABILITY:

*The Association*, its Trustees, Servants or Agents will not accept liability to any person or organization for damage or injury, whatever the cause to:

- a. Any person. [Hirers are advised to ensure that they have adequate insurance cover for their attendees]
- b. Any property used, left or stored at The Association's premises. [Hirers are advised to ensure that they have adequate insurance cover for any property used or stored on The Association's premises]
- c. Any vehicles of any description left or parked on The Association's premises.