PARTY BOOKING FORM

WALLACE HOUSE COMMUNITY CENTRE, OAT STREET, EVESHAM,   
WORCS. WR114PJ. TEL: 01386446580

E-Mail: [sian@wallacehouse.org.uk](mailto:sian@wallacehouse.org.uk)

(PLEASE COMPLETE IN BLOCK CAPITALS)

Name of party organiser ………………………………………………………………………..

Address ……………………..................................................................................................................

PostCode .

Tel No…………………….…………….E-mail address…………….…………………………...

Number of children attending ………………………………………………………………………

Room(s) required, (see overleaf)……………………………………………

Date or Dates………………………………………………Time: from.....................to……………

Please note that sessions must finish on time. A maximum of 10 minutes clearing away time is permitted, not to be used for the purpose of extending the party. I understand that any extra time will be charged in 1 hour blocks, regardless of how long is used, unless booked in advance.

I/We the undersigned hereby take all responsibility for the room(s) and fixtures for the period of the above letting and clearly understand that any damage or misuse will be chargeable to me/us. I/We also take responsibility for the behaviour of the persons occupying the room(s) and undertake to leave the area in a clean and tidy condition on vacating room.

I/We the undersigned hereby guarantee that all charges incurred for the above letting will be discharged and paid to the Management Committee in advance. For one off or irregular usage the Management Committee requires payment in advance by cheque or online payment.

I/WEACCEPT THAT ALL BOOKINGS MUST BE PAID FOR *IF* LESS THAN 48 HOURS NOTICE IS GIVEN FOR CANCELLATION.

All group leaders are asked to be aware of Fire Notices and Fire Evacuation procedure, also to make note of how many people are attending each meeting/session.

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I have read and agree to adhere to the plans laid out in Wallace House Community Centre’s COVID 19 risk assessment form.

I / We the undersigned have completed a risk assessment of our group’s activities and will provide a copy with my booking form. I understand that no booking will be accepted without one.

I/ We the undersigned hereby take responsibility for maintaining proper social distancing as required by COVID 19 restrictions.

I/We have Public Liability Insurance Yes/No Please attach a copy

I/ We the undersigned understand that Wallace House Community Centre accepts no liability in the event of my failure to adhere to Covid 19 restrictions.

I/ We the undersigned am/are aware of the symptoms of COVID-19 and if any member of my group displays any symptoms they will immediately be asked to leave and the centre manager shall be informed.

Signed ……………………………………………………………………………………….

For and on behalf of……………………………………………………………………….

Date ………………………………………………………………………………………..

Special requirements? Please indicate as required :-

Lift …………

No of tables……..

No of chairs ……….

White board or projector screen (circle as required)

Sports equipment (if using sports hall)……………………………………………………

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No of tables……………No of chairs ………… White board or screen …………………………..

Sports equipment (if using sports hall)……………………………………………………………..

Tea making facilities (urn, cups, saucers and spoons at an extra charge of £2.50 per session. Does NOT include coffee/tea/milk/sugar)…………………. ……………………………………….

THE MANAGEMENT COMMITTEE RESERVES THE RIGHT TO CANCEL OR REFUSE TO ACCEPT A BOOKING.

At Wallace House rooms are available for hire on an hourly basis. Sizes range from the full-size Sports hall to small meeting rooms, enabling us to accommodate a wide variety of events. In addition to the main complex in Oat St we also have rooms available in our building in High Street which lend themselves particularly well to quieter activities.

The Centre is equipped with a lift and disabled toilet facilities. Included in the letting charge is the use of various items of equipment if required, including television and VCR/DVD, sporting equipment, white board and projector screen. Such items must be requested at the time of booking. Please consult our staff to arrange use of equipment as required.

Our coffee bar provides refreshments at very reasonable prices however tea and coffee making facilities can be provided by prior arrangement. You will need to bring your own coffee, tea, milk and sugar. Please discuss this at the time of booking if required.

The Centre is usually open between: 9:00 am-9:00 pm (weekdays)

9:30 am – 12:30 pm (Saturdays)

It may be possible for arrangements to be made for bookings out of these hours. Please consult our staff who will be pleased to help with your booking requirements.

Acting Centre Manager: Sian Purton

General Assistant: Robert Pert

Evening Assistant: Sarah Green

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ROOM LETTING CHARGES FROM 1 SEPTEMBER 2017

ROOM BEFORE 6 PM AFTER 6 PM AND WEEKENDS

Playroom plus small kitchen £12.00 per hour £15.00 per hour

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Dojo £12.00 per hour £15.00 per hour

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Downstairs Meeting Room £12.00 per hour £15.00 per hour ------------------------------------------------------------------------------------------------------------------------------------------------

Sports Hall £18.00 per hour £20.00 per hour

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Upstairs Lounge £12.00 per hour £15.00 per hour

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Coffee Bar area £19.00 per hour £22.00 per hour

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N.B: Charities are eligible to receive a 10% discount. Discount is not applicable to Sports Hall.

The above hire charges exclude VAT which in some cases may be chargeable.