ROOM BOOKING FORM

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

Email: sian@wallacehouse.org.uk

(PLEASE COMPLETE IN BLOCK CAPITALS)

Name of group/organisation………………………………………………………………………..

Name and Address for contact ................................................................................................................

Postcode .

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

E-mail address for invoice (if different from above) ……………………………....

Purchase Order Number if required by your organisation …………………………………

Type of organisation: Business Club Charity. (Please tick)

Room(s) required, (see overleaf)……….…….. Purpose of use………………………………..

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

Please note that sessions must finish on time. A maximum of 10 minutes of setting up/ clearing away time is permitted, not to be used for the purpose of extending the meeting/class/activity. I understand that any extra time will be charged in 1-hour blocks, regardless of how long is used, unless agreed 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 attending our booking(s) and agree to provide any information requested by the police in cases of criminal behaviour by any such persons. I/We undertake to leave the area in a clean and tidy condition on vacating the room.

I/We the undersigned hereby guarantee that all charges incurred for the above letting will be discharged and paid to the Management Committee within 14 days of invoice. Invoices for regular bookings will be issued by e-mail at the start of each month. For one-off or irregular usage, the Management Committee requires payment in advance by cash, cheque or online payment.

I/WEACCEPT THAT ALL BOOKINGS MUST BE PAID FOR *IF* LESS THAN 1 CALENDAR MONTH’S NOTICE IN WRITING IS GIVEN FOR CANCELLATION.

Bookings will be accepted on the understanding that advertising of the "flyposting" type will not be used.

Commercial Bookings - all persons in charge of and/or carrying out instruction (particularly those involving physical activity) must be able to produce evidence of qualifications held and insurance cover necessary for that activity.

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

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 have Public Liability Insurance Yes/No Please attach a copy

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

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 ……….

Whiteboard (circle as required)

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

THE MANAGER RESERVES THE RIGHT TO CANCEL OR REFUSE 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.

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 a television, sporting equipment, and a whiteboard. Such items must be requested at the time of booking. Please consult our staff to arrange the use of equipment as required.

Our coffee bar provides refreshments at very reasonable prices.

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 outside 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 Assistance: Sarah Green

ROOM LETTING CHARGES FROM 1st SEPTEMBER 2023

ROOM BEFORE 6 PM AFTER 6 PM AND WEEKENDS

Playroom plus small kitchen £12 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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Small meeting room (Room 3) £10.00 per hour £13.00 per hour

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