

Downagate Community Centre Reg Charity No. 507667

Warwick Bridge, Carlisle CA4 8RE
Tel 01228 560810
email paul.wetheral@btconnect.com

Application for Use of the Downagate Community Centre

1. Name and address of organisation on behalf of which application is made

Name

Address

.....

Post code Telephone Mobile

Email

2. Please tick which part of premises required

Main Hall £12.00 per hour

*An additional £21.00 if a license extension/application is required.
All Main Hall bookings will require a £30.00 unrefundable deposit.*

Meeting Room £7.50 per hour

Small Meeting Room £7.50 per hour

Pitch Hire £15.00 per session (includes use of changing room)

No Birthday parties over 10yrs accepted

3. Date(s) on which premises are required

4. Times that premises are required: from am/pm to am/pm

5. Purpose for which premises are required

6. State whether a collection or admission is to be made yes no

Please indicate the purpose to which proceeds are to be devoted

7. Numbers expected to be admitted

8. Is any special equipment required or the removal/introduction of furniture

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9. Does the function involve opera, pantomime, stage plays, dancing, singing or any other type of public entertainment?
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10. Special Requirements

Are any of the following required?

- Space reserved for wheelchair
- Disabled parking
- Documentation in large format
- Documentation on audio tape
- Facilities for your assistant/carer to accompany you
- Induction loop
- Dietary needs
- Sign language interpreter

TERMS AND CONDITIONS OF ROOM HIRE

- Confirmation of booking is subject to room availability and receipt of payment and signed booking form.
- If, for whatever reason, the hirer cancels their booking, a refund will be issued as follows:
Within 14 days of date booked No refund
14 - 28 days of date booked 50% refund
More than 28 days notice Full refund
- The rooms cannot be sub-let and must be used for the purpose stated. If the centre, of any part thereof, is used for purposes different from that which has been stated on the booking form, the Trustees reserve the right to terminate the booking at any time without being liable to the hirer for costs incurred by the individual/group/organisation.
- The Trustees reserves the right to grant or refuse any booking application in whole or in part without giving any reason for it.
- Bookings can be made up to one year in advance of the date of booking. Provisional bookings will be held for 10 working days from the date of issue of the booking form.
- A booking will be confirmed on receipt of a completed booking form and full payment.
- All persons hiring the premises must comply with relevant legislation for example Health & Safety, Food Hygiene, and Child Protection.
- All hirers must be over the age of 18 years and proof of identity/age may be required.
- If the hirer is intending to provide alcohol then a copy of the Temporary Events Notice (TEN) submitted to Carlisle City Council and a copy of the confirmation must be forwarded to the Trustees at least 14 days before the date of the event. Please note that failure to obtain a Temporary Events Notice will result in the hirer not being able to provide alcohol.
- The hirer will comply with the current licensing laws in every respect in relation to the let.
- The venue, furniture and kitchen must be left in a clean and tidy condition. If additional cleaning is required the hirer is be responsible for costs incurred.
- The kitchen is fully equipped including cooker, fridges and 40-piece crockery set. Additional crockery is available at a one-off all inclusive charge of £5.00. Food cooking should not be left unattended and all equipment should be used in accordance with manufacturer instructions.
- Smoking is **not permitted** in any area of the centre including - the kitchen, meeting rooms 1 & 2 and the toilets.
- Any person causing a nuisance by reason of indecent language, violent or indecent behaviour must be removed immediately by the hirer.
- If more than 1 group/organisation is using the centre at the same time then all parties must show consideration to other users present.
- Any decorations, working papers, posters etc may only be attached in a manner that will not cause damage to the walls. Any temporary decorations should be treated with fire resisting solution. If extension leads are used these should be fully uncoiled and not overloaded.
- Downgate Trustees and Management Committee cannot accept liability for the loss or damage to goods or equipment owned or hired by the hirer or their guests.

- The hirer is responsible for all breakages to equipment, furniture and fixtures and any Downagate property that may be removed from the centre.
- The hirer is advised to take out appropriate insurance to cover loss or damage of property belonging to them.
- If the hirer requires storing equipment at the centre this is at the discretion of the Trustees and is on the condition that the hirer has the appropriate insurances in place.
- The hirer must vacate the premises at the end of the period booked and at all times the hirer and guests should be considerate of our neighbours.
- When leaving the premises the hirer must ensure that all doors and windows are securely locked and all guests have vacated the building.
- The hirer is responsible for ensuring that all gangways, doorways, stairways, exits, emergency exits and entrances are kept unobstructed at all times.
- Hirers must make themselves aware of Fire Regulations and procedures in force and as displayed in the centre.
- The hirer shall designate an individual to act as Fire Warden for the duration of the hire.
- The Fire Warden shall familiarise themselves with the Fire Safety Notice and undertake the responsibilities set out in the Notice.
- In the event of an accident within the centre, the hirer must report the incident immediately to the Trustees and an accident report form must be completed and returned as specified on the form.
- If there is a breach of any of the conditions, the Trustees reserve the right to terminate the use of the centre during the period of hire and ask everyone to leave immediately.
- The capacity of the centre is as follows and the hirer must take proper steps to control admittance. It is the hirer's responsibility to ensure that adequate security/ supervision at the entrance to the centre is in place throughout the time of hire, to allow admittance only to those invited to attend.

Main Hall:

130 person for functions using tables and chairs

260 persons – for dancing only, with a single row of chairs around the perimeter of the hall and no other furniture.

Meeting Room 1 20 persons

Meeting Room 2 12 persons

- The Trustees reserve the right to amend these Terms and Conditions without prior notice.
- The Trustees reserve the right to amend the hire rates at any time, although rates of Event Hire will not be amended after the receipt of a signed booking form and payment.

Declaration

I have read and fully understand the 'Terms and Conditions' of hire and the 'Health and Safety rules and regulations of our centre' leaflet. I therefor take responsibility for all that apply to my event.

I have enclosed payment of £..... for *deposit/full payment of all hire charges. *delete as appropriate

Signed

Name and address in full

Telephone Date

Booking accepted by staff member

For Office Use Only

Deposit paid: Amount due:

To be invoiced for £ on (date)

Remaining amount £ received on (date)

Please return this form with deposit of full payment to the Downagate Community Centre

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Fire Safety Notice

It is the Hirer's responsibility to designate an individual to act as Fire Warden for the duration of the hire.

The Fire Warden should ensure that they are familiar with points of exit from the building.

The building is equipped with smoke detectors and a fire alarm system.

In the event of an emergency the Fire Warden's priority should be to ensure all users make their way directly to the exits. Users should be instructed to leave by the nearest exit and not to collect personal belongings.

There is no fixed phone facility at the Centre, so the Fire Warden should ensure that they have a mobile phone available to them

The Fire Warden should make themselves aware of any users' inability to leave quickly and act accordingly. For instance, additional assistance might be needed for young, infirm or disabled users.

The Fire Warden should be aware of the location of the designated assembly area – on the basketball court, adjacent to the car park.

The Fire Warden should also be aware of the site of fire alarms and fire extinguishing equipment. The location of such equipment is marked on the accompanying plan and the instruction for their use are situated on devices or adjacent to their location.

The Fire Warden should make a preliminary check of exits and equipment and should make further periodic checks during the course of the Hire. The Fire Warden should ensure that exits remain unobstructed and that fire alarms and equipment are not tampered with. Fire doors should not be propped into an open position.

Please sign below to confirm you have been advised of the above

Hirer Date

On behalf of Downagate Community Centre

..... Date