

BOOKING FORM

PLEASE COMPLETE CLEARLY IN BLOCK CAPITALS

Name of Organisation & Activity:

Name & Address of Hirer:

Telephone Number:

Contact No on the day:

Name & Address for Invoices:

Signed:

Date:

Tel:

Please return signed form to "Room Hire", Allsworth Court, 40 St David's Road, Hextable,
Kent BR8 7RJ

Tel: 01322 668501 www.wearebeams.org.uk

Date of Hire:	From:	To:	
√	<u>Main Building</u>		Cost: Members Eligible to 50% Discount
	Tick items Required		
A	Dining Room (accommodates 12 seated at tables)		£20 per hr
B	Lounge (informal with soft seats)		£10 per hr
C	Playroom (accommodates 40 seats without tables)		£50 ½ day
	All the rooms in the main building eg A+B+C		£40 per hr
	Miscellaneous		
D	Interactive Whiteboard & Projector		£35 ½ day
E	Garden, Kitchen & 1 other room (subject to availability)		£50 per hr
F	Hippocampe buggy (refundable deposit required)		£10 per day *
G	Minibus (must provide evidence of own insurance cover where reqd. (Fuelcharged at 70p per mile) (9am – 9pm)		£100 per day
H	Musical Instruments (refundable deposit reqd)		£10 per hour **
I	Sensory Room (training required)		£10 per hour
J	Sensory Trolley (training required) (refundable deposit reqd)		£10 per hour **
K	Soft Playroom (ball pool & shower, infinity hut, soft shapes & slide)		£10 per hour
L	Sound Beam (training required) (refundable deposit reqd)		£10 per hour **
M	Training Suite		£50 ½ day
	Additional Facilities @ £5 each item		
N	Urn & cups; Flipchart & pens; OHP; TV/Video or DVD Player (circle as reqd)		
Total Hire Charge:			£

Weekend bookings will incur the additional cost of a sessional worker @ £10.00 per hour. This staff member will be able to demonstrate all equipment hired.

Buggies and equipment can be by donation or special arrangements can be made for 24hr hire

Bouncy Castle is in-house only @ £50.00

* **A refundable deposit of £50.00 will be required**

** **A refundable deposit of £100.00 will be required. This equipment is available for long term hire by arrangement (to a maximum of 1 month)**



Fire action

IF YOU DISCOVER A FIRE

- 1 Immediately operate nearest alarm call-point
- 2 Attack fire with appliances provided, if it is safe to do so

ON HEARING FIRE ALARM

- 3 * 2 Fire Marshalls go to fire panel to discover zone – silence alarm
* Staff gather children with register and evacuate the building
- 4 **AT NIGHT** (between hours of 5pm-8am) always call the Fire Brigade
 - (a) Lift receiver & dial 9-999
 - (b) Give operator your telephone number and ask for FIRE.
 - (c) When Fire Brigade replies give instructions clearly:
FIRE AT:

Allsworth Court
38-40 St David's Road
Hextable
Kent BR8 7RJ

**DO NOT REPLACE RECEIVER UNTIL ADDRESS HAS BEEN REPEATED
BY FIRE BRIGADE**

CALL FIRE BRIGADE IMMEDIATELY TO EVERY FIRE

- * Take wheelchair users to either Muster Point Bedroom 7, Lift Refuge Area or evacuate
- * Use lift – confirmed evacuation procedure as advised by Fire Service (June 2010 & July 14)
- * **DO NOT STOP FOR PERSONAL BELONGINGS**

5 EVACUATION & MUSTER POINT

Go to grassy area across the road outside house number 59 and report to person in charge.

Fire Wardens are responsible for checking that the building has been completely evacuated.

DO NOT RE-ENTER BUILDING UNLESS SAFE TO DO SO

EMERGENCY NUMBERS:

- **Tracey Riley 07918 706610**
- **Katrina Adams 07435 967510**

Terms & Conditions – August 2021

HIRE CONDITIONS

- Time for setting up and clearing away must be allowed for within the hire period. There will be no refund against unused time.
- The date, duration and charge for hire will be agreed via the booking form.
- All party bookings require 50% deposit at time of booking and balance payment 2 weeks prior to event.
- The building must be left tidy and ready for the next group and rubbish placed in bins provided and kitchen (if used) surfaces left clean otherwise there will be an additional cleaning charge.
- All equipment and facilities to be used for the intended purpose.
- Ensure sensible and reasonable behavior at all times within the building and grounds
- Any equipment brought in from other suppliers must be approved. Risk assessments, PAT Test Certificates, Public Liability and any other relevant documents will need to be provided
- DO NOT obstruct fire exits
- Do not enter areas that do not form part of your hire.

CANCELLATION

Any cancellation within 7 days of event will be charged in full. Cancellation 1-4 weeks of event will receive 50% of payment. All cancellations 4 weeks in advance will receive a Full Refund

INSURANCE

The hire charges do not cover any personal or liability insurance for the hirer or their event and arrangement of this remains the sole responsibility of the hirer. We cannot recommend any insurance provider.

DAMAGE

All damage, breakage, accident or incident must be reported promptly to the Office Manager.

The cost of repairing any damage may be invoiced, as may a charge for any clearing up or cleaning if not satisfactorily completed by the hirer.

HEALTH & SAFETY

- 1 An Accident Report Book is sited in the kitchen inside the First Aid Box. For **every** accident or incident please:
 - a Fully complete a report including the report stub
 - b Ensure that it is numbered consecutively
 - c Tear along perforated edge and place in the plastic wallet at the front of the folder. (This will then be removed during office hours and filed for future reference.)
 - d Inform the attending staff member at the event or ring the General Office as soon as possible