



**Whitehead Community Association**

**Booking Form, Terms and Conditions  
and Scale of Charges**

# WHITEHEAD COMMUNITY ASSOCIATION

20 Balmoral Avenue, Whitehead BT38 9QD  
028 93 378077 [whiteheadca@btconnect.com](mailto:whiteheadca@btconnect.com)

## Booking Form December 2011 – June 2012

### Contact Details

Organisation/Class \_\_\_\_\_

Address \_\_\_\_\_

Tel \_\_\_\_\_ Mob \_\_\_\_\_ e-mail \_\_\_\_\_

Group contact \_\_\_\_\_ Estimated Attendance each event/class \_\_\_\_\_

### Dates

December: \_\_\_\_\_

January: \_\_\_\_\_

February: \_\_\_\_\_

March: \_\_\_\_\_

April: \_\_\_\_\_

May: \_\_\_\_\_

June: \_\_\_\_\_

Please note: Groups are asked to list clearly EVERY class they wish to book for the period. Failure to do so may lead to groups being invoiced for weeks they are not in the centre.

Start Time \_\_\_\_\_ Finish Time \_\_\_\_\_

### Accommodation (please mark with an X)

Main Hall

Conference Room

Committee Room

New Room 1

New Room 2

### Equipment (please mark with an X)

LCD Projector

Flip Chart

Conference Package

Display Boards

Hot Water Boiler

Tea & Coffee

If booking the Main Hall for a large scale function, please consult with Centre Managers for a full Main Hall equipment checklist

**ROOM SET UP**

Please list your requirements with regard to furniture, etc, that will be needed for your group and describe or draw the room layout. Arrangements for set up of room will be discussed at the time of booking. Centre staff will endeavour to have your room set up no later than 15 minutes prior to your booking. **Please note, however, as set out in the conditions of use, set up by staff is a gratuity. Set up and clearance remains the sole responsibility of the client.**

**Please note:**

Applicants making group booking involving children or vulnerable adults must be in possession of a valid AccessNI check certificate. This must be produced at time of booking.

It is advisable to await confirmation of your application prior to advertising your event.

Applicants must organise Insurance for any licensed event and provide evidence of same to be included with this completed Application Form.

Applicants must provide a copy of the approved Occasional Licence as appropriate.

A member of staff of the Licensee who is providing the licence must be present behind the bar at all times.

**Declaration**

I agree to abide by the terms and conditions of hire in accordance with the Terms and Conditions document provided by the committee.

Signature \_\_\_\_\_ Name \_\_\_\_\_

AccessNI Certificate No: (if applicable) \_\_\_\_\_ Date \_\_\_\_\_

For office use only

	Yes/No	Details	Date	Staff Signature
Booking Accepted				
Entered in Diary				
Agreed Hire Charge		£		

Additional Notes

# Terms and Conditions

## 1. General

- 1.1 Authorisation to use the Whitehead Community Centre and the conditions governing its use are delegated to the Management Committee. All bookings are to be through them c/o 20 Balmoral Avenue, Whitehead, BT38 9QD.
- 1.2 Under no circumstances will the use of accommodation be granted for meetings of a political nature.
- 1.3 It is not permitted to use the premises/facilities for any illegal or immoral purpose.
- 1.4 Accommodation is not be used for the delivery of any lecture, display, or for the performance of any dramatic or musical work, which contravenes or infringes in any way a subsisting copyright, without the written consent of the owner of the said copyright, which shall be produced on request.
- 1.5 No accommodation, other than that applied for, may be used, disturbed or entered into.
- 1.6 Approvals for the use of premises includes, in all cases, use of toilets.
- 1.7 The person, or persons, from whom application is received and to whom approval is granted, will be held entirely responsible for the conduct and supervision of all persons attending the meeting(s)/events(s) covered by that approval and the termination of the meeting(s)/event(s) at the hour specified.
- 1.8 The Community Association shall not be responsible for any loss, damage or injury, to any property, person or persons (including the applicant's invitees) and whether direct or indirect, consequential or otherwise, unless suffered by reason of the negligence of the Community Association, its servants or agents, and that it is reasonable that the Community Association should be so liable.
- 1.9 Applications must organise Insurance for any licensed event and provide evidence of same to be included with the completed Application Form.

## 2. Method of Application for Accommodation

- 2.1 All applications for the use of the Community Centre's premises should be made on the appropriate form. This form is obtainable from the Community Centre.

## 3. Period of Notice of Booking

- 3.1 No specific period of notice is required, but as the demand on accommodation is heavy, an application should be submitted as far in advance as possible. It is recommended that applications be submitted at least one month in advance.

## 4. Confirmation of Provisional Booking

- 4.1 If the facilities requested are available, the applicant will be notified and then must confirm the booking in writing, if time permits.

## 5. Cancellation of Booking

- 5.1 Where a person wishes to cancel a firm booking, he should notify the Community Centre's Manager immediately and, in any case, not later than one week before the date concerned. Where an organisation fails to attend without giving proper notice of cancellation, a charge will be made to cover out-of-pocket expenses of the Community Centre.

5.2 The Community Association has first call on its premises and consequently reserves the right to change or cancel a booking. Where a booking has to be changed or cancelled as much notice as possible will be given. In these circumstances, every effort will be made to offer suitable alternative accommodation to avoid complete cancellation of the event.

## 6. Special Requirements

6.1 Where special facilities are required, for example, audio-visual equipment, these must be requested specifically on the application form.

6.2 Good relations clause: **While the Centre is keen to pursue a policy of good relations with clients, please note that that set-up by Centre staff is not included in prices. This is done as a purely as a gratuity. While we endeavour to assist in set-up requirements, the Centre is under no binding obligation to do so. Set-up and clearance of spaces remain the sole responsibility of those booking centre facilities.**

6.3 No intoxicating liquor is allowed on the premises except under licence. The provision of a copy of the approved Occasional Licence form must be submitted with the application for use of the Community Centre form.

## 7. Admission of the Public

7.1 The numbers of persons attending an approved function must be in accordance with the accommodation available and be consistent with the number of supervisors in attendance. The Management Committee on confirmation of the booking will specify the maximum number permitted at any function.

7.2 **Applicants making a group booking which involves the participation of children, young persons or vulnerable adults must be in possession of a valid AccessNI check certificate. This must be produced to the centre manager at time of booking. No copy of certificate will be taken but a note will be taken of the AccessNI certificate number and entered on the booking form.**

## 8. Security

8.1 The person or persons from whom an application is received and to whom approval is granted must ensure that all attending the Community Centre can be identified satisfactorily. The organisers of functions are also required to arrange for a check on those attending the function to ensure, as far as possible, that no unauthorised person gains admittance. The organiser must also provide sufficient stewards to ensure orderly conduct of the occasion.

## 9. Deposits and Damage

9.1 All irregularities and damage to the premises or property must be reported to the management committee within 24 hours of the occurrence.

9.2 The person, or persons, for whom application is received and to whom approval is granted will be held entirely responsible for any damage caused to the premises, or property by any person or persons attending the function covered by that approval.

9.3 **Under no circumstances is anything to be affixed to the walls of the centre without the express permission of the committee.** Display boards are available on request.

9.4 In the event of any damage to property or the conditions of your hire not being fully met, the Community Association reserves the right to withhold your deposit, and to ask for further recompense should the deposit not meet the costs of damage or other.

# WHITEHEAD COMMUNITY ASSOCIATION

## SCALE OF CHARGES FROM 5 DECEMBER 2011

### CHARITABLE/EDUCATIONAL ORGANISATIONS

#### ROOM HIRE PER HOUR

Committee Room	£3.00
Conference Room	£6.00
New Room 1	£6.00
Amalgam of Conference Room and New Room 1	£8.00
Main Hall (Sales, meetings, etc)	£8.00

### BUSINESS/PRIVATE GROUPS/PUBLIC AGENCIES

#### ROOM HIRE PER HOUR

Committee Room	£5.00
Conference Room	£10.00
New Room 1	£10.00
Amalgam of Conference Room and New Room 1	£12.50
Main Hall (Sales, meetings, etc)	£12.50

#### FLAT RATE FUNCTION HIRE

Main Hall (Concerts, Performances.)	£75.00*
Main Hall (plus kitchen and bar)	£150.00*

(\*£50 non-refundable deposit. Please note all those booking the Hall and intending to serve alcohol must obtain proper licence.

Please consult with Centre Managers in regards to requirements.)

## Birthday Parties £25.00 for 3 hours

While the Community Centre is keen to pursue a policy of good relations with clients, please note that that set-up by Centre staff is not included in prices. This is done as a purely as a gratuity. While we endeavour to assist set-up requirements, the Centre is under no binding obligation to do so. Set-up and clearance of spaces remain the sole responsibility of the client.

*Plus cleaning charges as appropriate*

**ALL ORGANISATIONS APPLYING FOR USE OF THE CENTRE MUST HAVE APPROPRIATE INSURANCE COVER**