

THE WINCHESTER CENTRE TRAINING ROOMS

68 St George's Street, Winchester SO23 8AH Tel: 01962 842293 Fax: 01962 848029

BOOKING FORM – TRAINING ROOMS

Name _____ Organisation _____

Address _____

Telephone no. (day) _____ Telephone no. (evening) _____

Email address: _____

Reason for booking _____ approx. number attending _____

Rooms available: Monday – Friday 9 am until 10 pm
Saturday 9 am until 1 pm
(Resource Room available Monday to Friday 6 pm – 10 pm)

There is reception cover between 9 am and 4 pm (Monday to Friday).

If a meeting falls outside these times we can issue you with a swipe card so you can access to the building. Please note that you are responsible for letting your visitors in and out of the building.

TARIFF: (Effective 1 January 2007)

Training Room 1: £9.50 per hour or part thereof – max seating: with tables-16
Without tables - 40

Training Room 2: £8.00 per hour or part thereof – max seating: with tables – 12
Without tables - 20

Training Rooms 1 and 2: £15 per hour or part thereof

Resource Room: £5.00 per hour

Invoices will be sent out monthly in arrears

Training Room 1 (please tick if required)	Training Room 2 (please tick if required)	Resource Room (please tick if required)	Day of the week	Date	Time room booked from and to

RESOURCES: If you require any additional resources (e.g. flipchart, TV/video etc.) please indicate overleaf.

I have read the Conditions of Hiring and as the authorised agent of the above organisation agree on their behalf to the conditions of use.

Signature of applicant: _____

Official designation: _____ Date: _____

Borrowing WACA Resources

The following items can be borrowed from WACA for use in the Training Rooms. Some are usually already set up in the Training Rooms (e.g. flipcharts) but others will need to be set up for your use (e.g. data projector). A hiring fee of £10 (and a returnable deposit of £50) is charged for items marked #. All other items can be used free of charge. All items should be booked out using this form, which should be returned to WACA as confirmation of the booking. Provisional telephone bookings will be held for up to 2 weeks pending return of the completed form (emailed forms will be accepted). Further copies of this form are available from Reception (01962 848021) or The General Office (01962 843450).

<u>Item</u>	<i>Tick if required</i>	<u>Date(s) required</u>
Assorted display boards		
A1 portfolio with plastic sleeves		
Overhead projector (2)		
Pull-down OHP Screen		
A1 Flipcharts		
A2 portfolio with plastic sleeves		
Colour TV & Video		
Laptop (for presentations) #		
Data Projector (2) #		
PA System #		

Name

NB Items are only available to WACA members

Organisation

Address

(Office use)

.....

Telephone

E-mail

Signature.....

Diary	
Issued	
Returned	
Date	
By whom	

Please retain this sheet for your information

NOTES:

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 - Resource Room: £5.00 per hour
- **Rooms available:**
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 - (Resource Room available Monday to Friday 6 pm – 10 pm)

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If a meeting falls outside these times we can issue you with a swipe card so you can access to the building. Please note that you are responsible for letting your visitors in and out of the building.

- **A folder containing useful and emergency information is available in the rooms. Please ensure that you read and circulate the yellow emergency sheets supplied at the start of your session.**
- **The minimum chargeable period is two hours.**
- The signing and returning of the booking form to the above address will act as confirmation of your booking. (No separate confirmation will be sent.). Completed forms will be accepted by fax or email. **Two weeks notice of cancellation required.**
- **NO REFRESHMENTS INCLUDED IN HIRER CHARGE. PLEASE SUPPLY OWN.**

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TRAINING ROOM(S)
CONDITIONS OF HIRE

- 1 Provisional bookings for hiring of the Training Room(s) may be accepted by telephone or by writing but no Agreement exists until the Booking Form has been received and approved by Winchester Area Community Action (WACA). Please note that a provisional booking will be held for 2 weeks to give time for the hirer to return the completed Booking Form. Thereafter, WACA reserves the right to cancel the provisional booking.
- 2 **If a hirer cancels the booking with less than 14 days' notice the full hire charge will become payable unless the booking is taken up by another hirer.**
- 3 WACA reserves the right to refuse or cancel any booking or alter the specified room for an alternative.
- 4 The premises shall be in the care of the hirer who shall indemnify WACA against all claims for loss, theft or damage and shall be responsible for the observance of these Conditions and shall make good any damage to the premises.
- 5 The Hirer is responsible for keeping the premises generally tidy and clean and the setting out and putting away of all furniture etc. A minimum of £5 excess charge will have to be made if either the rooms or the Kitchen are not tidied and cleared.
- 6 The Hirer shall be responsible for all kitchen equipment, i.e. loss or damage to cutlery, crockery and other equipment shall be paid for.
- 7 The Hirer shall use the premises only for the purpose stated on the booking form and WACA, through the authorised officer, reserve the right to stop any performance or letting, or to request the hirer to remove any persons from the premises; WACA shall be free from all claims, damage or losses in respect thereof.
- 8 The hirer shall, on demand, give to any duly authorised officer of the WACA free access to any part of the premises at all times.
- 9 No alterations may be made to the premises.
- 10 No nails or fixtures may be used on the premises including drawing pins (other than on notice board), screws, tacks, sellotape and bluetac.
- 11 No naked lights of any description shall be used in, on or near the premises.
- 12 All doors, gangways, exits and notices shall be left clear of obstruction.
- 13 No function shall extend beyond 10.00pm.
- 14 The hirer must obtain permission from WACA before exhibiting any bills on the premises advertising events to be held under the letting.
- 15 WACA does not hold itself liable for any loss of or damage to the property of the hirer, his invitees or licensees.
- 16 The hirer must remove all her/his own property and leave the premises in good order. Failure to comply with this may result in the hire being liable for double charges until such time as the premises are cleared.
- 17 The premises may not be hired for jumble sales, discos or commercial purposes.
- 18 The hire charge includes all standard lighting and heating.
- 19 The use of the kitchen is included in the cost of the hire. Please be aware this will have to be shared if two groups are using the Training Rooms at the same time.