



St Nicholas Centre

ROOM HIRE BOOKING FORM

Contact Person:	
Organisation Name:	
Address:	
Postcode:	
Telephone Number	
Mobile Number	
Your Invoice Reference / Purchase Order Ref.	

Course/group name	
Date Required	
Time from	
Time To	
Any Special Requirements:	
No of adults	
No of Children	
No of Tables	
No of Chairs	
Disabled access and lift available	

ROOM	ACTIVITY TIME	SETUP CLEAR UP TIME	TOTAL HIRE TIME	RATE PER HOUR	TOTAL COST
TW Room				£10.50	
George Rainey				£10.50	
Mellor Room				£10.50	
IT Suite				£10.50	
Quiet Room				£10.50	
Training Room (2 nd Floor)				£10.50	
Multi Use games Areas [MUGA] in grounds				£10.50	
Green Room @ SLCC				£10.50	
				TOTAL ROOM HIRE AMOUNT PAYABLE	

FOR CATERING / REFRESHMENTS SEE PAGE 3

Prices include the use of the following subject to availability (please tick):					
Television	<input type="checkbox"/>	Flipchart Stand and Paper	<input type="checkbox"/>	Wipe board	<input type="checkbox"/>
Overhead / IT Projector	<input type="checkbox"/>	Video/DVD	<input type="checkbox"/>		<input type="checkbox"/>
Wipe Board	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>

Photocopying available at a small charge

Please read terms and conditions overleaf and sign before returning

Please return to: **FSN, St Nicholas Centre**
66 London Road, St. Leonards on Sea, East Sussex TN37 6AS
 Tel: 01424 423683 ext. 30 Fax: 01424 460446
 or email: ajakeman@fsncharity.co.uk
 A Company limited by guarantee registered in England No. 371615. Registered
 Charity No.208446 Website: www.fsncharity.co.uk Chief Executive: Christine Unsworth
 Patron: Baroness Fookes DBE DL

As an aid to monitoring footfall during our funding returns and the implementation of our Equal Opportunities Policy, we would be grateful if you could assist by signing in when you arrive for your meeting. We would also be very grateful for any comments your group would like to make in the Comments Book held at Reception.

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St Nicholas Centre

1. Please remember to include time for setting up and clearing away within your hire time and total cost calculations, as it will not be possible to access hired rooms until the agreed time unless previously negotiated. In addition, rooms must be vacated at the agreed time so that they are available for the next user. A charge will be levied for any time used over and above that previously booked.
2. An additional £30.00 each day will be charged for weekend hire to cover the cost of our Security Company unlocking and securing the building after use.
3. If the booking is a late afternoon/evening finish when FSN staff are not around, hirers/group leaders are responsible for ensuring that windows and doors in their rooms are closed before leaving the premises.
4. Hirers are responsible for the cost of any damage to the grounds, buildings, fixtures, fittings and contents incurred by the group members, and ensuring settings are left as found.
5. FSN is covered by Public Liability Insurance, no liability is accepted by the management for personal accident or injury sustained by another person. **HIRERS ARE REQUIRED TO CARRY THEIR OWN PUBLIC LIABILITY INSURANCE.**
6. A risk assessment should be undertaken for each new booking made (see Page 4). If assistance is needed to complete this form please speak to one of our reception staff who will be pleased to assist.
7. If any session is cancelled at less than 7 days notice, and the facility is not re-let, the hirer maybe liable to pay in full.
8. Publicity Material to promote your event(s) at the Centre must have approval of the FSN Management.
9. FSN is designated as a non-smoking area. The hirer is to ensure that those who smoke do so outside, off the grounds of the Centre, onto the public footpath and using the public bin.
10. Some first aid facilities are provided in the main reception, when open. However hirers are responsible for making their own arrangements in respect of first aid.
11. In accordance with Health & Safety Regulations Group Leaders are asked to keep a daily/weekly register of those attending activities, so that in the event of a fire this register can be checked. **As an aid to monitoring footfall for our funding returns and the implementation of our Equal Opportunities Policy we would ask your assistance by completing a Fire Register/Footfall Monitoring Sheet for each hire.**
12. In accordance with local fire regulations, no naked flames or smoke generating equipment should be used on the premises.
13. Hirers are reminded that they and their group should be fully conversant with the procedures to be followed in the event of a fire or bomb alert. At the sound of the fire bell Hirers/Groups should immediately vacate the building by the nearest safest fire exit (do not use the lift) and assemble in the nursery garden playground. A member of FSN or the Fire Brigade will inform groups when it is safe to return to the building. Group leaders should assist all members of their group to vacate the building. Fire instruction / Safety / Buddy System notices can be found in each room.
14. There is free use of the public payphone on the ground floor in the foyer and free calls for emergency services (999).
15. The main entrance door should be kept shut at all times. It can be an inconvenience but it is for the safety of all who use the building. This is strictly limited to genuine authorised users. We ask that you do not take responsibility for other groups, please avoid admittance to anyone who is not a member of your group/activity, if they belong to another group that group will allow entry.
16. Any problems with unauthorised persons trying to gain entry or behaving in an abusive manner should not be tolerated. Please use the public telephone in the foyer to notify the police **immediately** if there are problems. Also please notify the centre as soon as possible 01424 423683 ext 20 - messages can be left on the answer phone.
17. FSN would like to draw your attention that there is **NO PARKING** on site except for Blue Badge holders and deliveries, there is however on street parking available in immediate vicinity.
18. FSN reserves the right to cancel this agreement if the centre is closed for official or electoral purposes or staff training. Additionally, FSN reserves the right to cancel this agreement at the manager's discretion.

NAME	SIGNED	DATE
Group/organisation		



St Nicholas Centre

CATERING /REFRESHMENT BOOKING FORM

FSN are able to support room bookings with a range of refreshments from the following choices:

Room refreshments can be set up in your room for you to access at your leisure or, collected from the café to enable your group to take a break.

Name of Group	
Date of booking	

Drinks		Order (e.g. no of cups for sessions of each	Set up in room please tick	Break time in café [please enter time]	Cost	Total
Tea	50p per cup					
Coffee	50p per cup					
Squash	10p per cup					
Juice Apple	35p per cup					
Juice Orange	35p per cup					
Biscuits (for 10 people)	30p per pack					
Fruit	25p per piece					

CATERING OPTION In addition to refreshments FSN's in-house café can offer a light lunch facility:

Food Choice	Cost per person	Numbers required	Total
Mixed tray of Sandwiches	From £1.35		
Pizza	£1.25		
Jacket Potatoes	From £2.25		
Plate Salads	From £1.95		
Fruit	£0.25p per portion		

Please discuss with Centre Staff if you have any special dietary requirements

**PLEASE NOTE THAT MENUS CAN BE DESIGNED WITH YOU TO CREATE THE
PERFECT LUNCH FOR YOUR GROUP
[1 to 2 weeks notice required]
PLEASE SPEAK TO RECEPTION STAFF**



St Nicholas Centre

RISK ASSESSMENT				
(to be completed with room booking form and returned before booking commences)				
Hirer's Organisation				Tel:
Risk Assessor's name				
Room/Area in Centre				
Task/Activity				
Number of adults		Number of Children		Age Range of children
Date of booking		Date Risk Assessment completed		
Terms of hire noted: ¹	YES <input type="checkbox"/> NO <input type="checkbox"/>	Evacuation procedures noted: ² YES <input type="checkbox"/> NO <input type="checkbox"/>		
1. Are any electrical appliances being brought into the building		YES <input type="checkbox"/> NO <input type="checkbox"/>		
If yes, please give description /PAT Testing Date:				
2. Will a First Aider be present?		YES <input type="checkbox"/> NO <input type="checkbox"/>		
3. Description of Activity / any hazards associated:				
Consequence of Hazard Minor injury <input type="checkbox"/> Major Injury <input type="checkbox"/> Disability or Death <input type="checkbox"/>				
Persons at Risk:				
Current Control Measures:				
Please mark appropriate number (1 = very low, 5 = very high) and Risk Priority Rating				
Risk Likelihood :1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>			Risk Severity :1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>	
Risk (Likelihood x Severity) =				
Risk Priority Rating		<input type="checkbox"/> High (16 – 25) <input type="checkbox"/> Medium (9 – 15) <input type="checkbox"/> Low (1 – 8)		
Recommended Control Measures				
Revised Risk Priority Rating (L) x (S) =		<input type="checkbox"/> High (16 – 25) <input type="checkbox"/> Medium (9 – 15) <input type="checkbox"/> Low (1 – 8)		
Signature of Assessor				
Date				



¹ As per Hire Terms on Page 2 of St. Nicholas Centre Booking Form

² As per Hire Terms on Page 2 of St. Nicholas Centre Booking Form and as displayed in room hired