



Robsack Centre

Robsack Centre, Bodiam Drive,
St. Leonards on Sea, TN38 9TW
Tel: 01424 855222 ext. 0
Email: jspencer@fsncharity.co.uk

ROOM HIRE BOOKING FORM

Contact Person	
Organisation Name	
Address	
Email	
Telephone	
Please advise if this is not the address for invoices to be sent to:	
Purchase Order No. if applicable	

Course/group name	
Date Required	
Time from and to	
Any Special Requirements	
No of adults	
No of Children	
No of Tables	
No of Chairs	
Disabled access and lift available For catering/refreshments please see page 3	

ROOM	ACTIVITY TIME	SETUP CLEARUP TIME	TOTAL HIRE TIME	RATE PER HOUR	TOTAL COST
Mollie Green Room				£10.50	
Sue Cripps Room				£10.50	
Training Room				£10.50	
Hall				£10.50	
Interview Room				£7.50	
On Site Security				£18.00 **	
** see Terms and Conditions page, sections 2				TOTAL AMOUNT PAYABLE	£

Prices include the use of the following subject to availability (please cross):

Television	<input type="checkbox"/>	Flipchart Stand and Paper	<input type="checkbox"/>
Overhead / IT Projector	<input type="checkbox"/>	DVD	<input type="checkbox"/>
Wipe board	<input type="checkbox"/>	Photocopying (small charge)	<input type="checkbox"/>

PLEASE READ OVERLEAF AND SIGN BEFORE RETURNING.

Please return to:

**Robsack Community Centre,
Bodiam Drive
St. Leonards on Sea
East Sussex, TN38 9TW
Tel: 01424 855222**

Email: jspencer@fsncharity.co.uk



Supporting Children and Families

Registered Office: Fellowship of St. Nicholas
66 London Road, St. Leonards on Sea
East Sussex TN37 6AS
Chief Executive: Tracey Rose

Patrons: Baroness Fookes DBE DL
The Right Reverend Dr Martin Warner MA PhD
Registered Charity No.208446
Registered Company No. 371615

Fax: 01424 460446
Website: www.fsncharity.co.uk
Email: enquiries@fsncharity.co.uk
Tel: 01424 423683

Robsack Centre

TERMS AND CONDITIONS

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. Minimum hire period is 1 hour
3. For weekend hire there will be a charge of £18.00 per hour for a security person to be present on site throughout the event.
4. If the booking is a late afternoon/evening finish when FSN staff are not around, hirers/group leaders are responsible for ensuring that all members of the group are off the premises (especially minors) and that windows and doors in the room(s) you are hiring are closed before leaving the premises.
5. Hirers are responsible for the cost of any damage to the grounds, buildings, fixtures, fittings and contents incurred by their group members.
6. 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.**
7. A risk assessment should be undertaken for each new booking [see page 4]– If help is needed completing this form please speak to reception staff who will happy to assist.
8. If any session is cancelled at less than 7 days notice, and the facility is not re-let, the hirer maybe liable to pay the full charge.
9. Publicity Material to promote your event(s) at the Centre must have approval of FSN Management before being distributed.
10. FSN is designated as a non-smoking area. The hirer is to ensure that those who smoke do so away from the grounds of the Centre and using the public bins.
11. First aid facilities are available from the reception office, hall, playroom and upstairs kitchen during office hours. However it is the responsibility of hirers to ensure arrangements in respect of first aid are available during the period of hire.
12. 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. FSN may also ask users to let us know the number of people attending activities, to monitor footfall at the Centre.
13. In accordance with local fire regulations, no naked flames or smoke generating equipment should be used on the premises.
14. Hirers are reminded that they and their group should be fully conversant with the procedures to be followed in the event of an emergency. 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 car park. 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 bringing their attendance registers for head counts.
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 notify the police **immediately** if there are problems. Also please notify the Centre as soon as possible of any problems encountered on 01424 855222 to enable the matter to be looked into.
17. There is parking on site plus on street parking in the 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		

Robsack Centre

CATERING /REFRESHMENT BOOKING FORM

Name of group:
Date of booking :

FSN are able to support your room booking with a range of refreshments on site from the following choices:

ROOM REFRESHMENTS:

Set up in your room for you to access at your leisure to enable your group to take a break.

Drinks	Price	Number of cups required for each session	Break time(s)	Total
Tea	50p per cup			
Coffee	50p per cup			
Squash	10p per cup			

CATERING OPTIONS:

In addition to refreshments we can offer a light lunch facility.

Food Choice	Cost per person	Numbers required	Total
<u>Basic Lunch</u> Mix of sandwiches, crisps and cake	£3.50		
<u>Large Lunch</u> Mix of sandwiches, crisps, cake, quiche and sausage rolls.	£5.50		

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

Robsack Centre

<u>RISK ASSESSMENT</u>					
(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: None					
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 Robsack Centre Booking Form

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