

Venue and Equipment Booking Form

CONTACT DETAILS

Name of organisation (if appropriate)

Name of person making booking

Postal address

Mobile

Phone

Email

VENUE HIRE

Main Hall

Meeting Room

Computer Room

Foyer

Day

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Date and time

Number of sessions

EQUIPMENT HIRE

Data Projector

Digital Camera

Chairs/Tables – number required:

Other equipment (please specify)

Date and time required from

Date and time required to

Please note a refundable deposit is required for equipment hire.

Total cost of hire

\$

(Please see fee schedule and discuss with TNC)

Refundable deposit paid

\$

I have read and understood Trentham Neighbourhood Centre's policies and procedures (a summary of which is provided below) and I am authorised to sign this document on behalf of the above named organisation.

Signed

Date

Venue and Equipment Hire – Summary of Trentham Neighbourhood Centre’s policies and procedures

Cleaning

- The Centre is hired on the understanding that the hirer is responsible for leaving facilities in a clean and reasonable condition.
- If necessary, floors must be cleaned after use. Brooms, vacuum cleaner and mops are available in the cleaner’s cupboard in the front porch area.
- If any cooking has been done, utensils, crockery and cutlery must be washed, dried and returned to its original position. The stove and/or microwave must be cleaned after use and left in a safe condition.
- The Centre takes no responsibility for any food left in the refrigerator

Safety and Security

- The Centre carries public liability insurance for activities on its premises. However, all users are expected to observe relevant Occupational Health & Safety provisions, including reporting in the Incident Book any hazards, injuries or incidents.
- All windows must be closed, and doors dead locked or bolted before vacating the premises.
- All lights must be turned off along with any electrical equipment that has been used.
- Gas stove to be double-checked that it is not left on.

Heating

- Gas heater - double-check that it is not left on.
- If the fire has been lit, the fire must be broken up and left to die down with the fire screen firmly placed in front of the fireplace. The wooden shutter should not be placed in front of the fire unless it is completely cold.
- If the fire has been lit, users should seek to replenish the wood used.

Equipment and Consumables

- A whiteboard is available for use (arrangement to be made with office staff to ensure whiteboard is in the appropriate room). Whiteboard markers only must be used. Please clean after use.
- The photocopier in the Main Foyer may be used. Users shall pay the standard photocopy rates that are displayed by the photocopier.
- Tea, coffee, milk and biscuits will be supplied for a small donation for each cup made, otherwise the hirer is supply their own tea, coffee and biscuits. Please inform office staff prior to your booking if you require TNC to provide supplies.
- Furniture may be rearranged by lifting but returned to original position before vacating the premises ready for the next group.
- Users should notify the Manager in person or by email when they notice any maintenance needs of equipment or facilities, or deficiency in consumables.
- Regular users of the Centre may negotiate with the Manager for on-site storage space to be allocated to them pro tem.

Smoking

- This is strictly a NO-smoking venue. Smokers outside should take their butts away with them or dispose of them in the bin outside.

Pets

- No pets are to be brought inside the building
- Pets must be tethered securely outside, and pet owners are responsible for clearing up any mess made or damage done by their pet.

Property Damage

- Deliberate damage to the Centre by groups or individuals using the premises must be paid in full by the person/group responsible. Accidental damage should be reported promptly and any payment/rectification shall then be negotiated with the user.
- The TNC management reserves the right to terminate arrangements with hirers who damage the property or who make a nuisance.
- The Centre seeks to maintain a safe environment but takes no responsibility for any property that is brought onto the premises by users.
- Serious damage may be reported to the police and further action taken.

Check List for closing TNC

When leaving the Centre, please ensure:

- ✓ Cups, plates etc have been washed and put away.
- ✓ Chairs and tables have been returned to their original places.
- ✓ Lights are off.
- ✓ Heaters are OFF.
- ✓ Fire has been scattered, and wire screen is up.
- ✓ Toilet doors are closed.
- ✓ Back door is locked and bolted.
- ✓ Please deadlock the front door, and pull it to behind you.