

**Cheadle Heath Community Association  
Rose Walker Community Centre  
Booking Agreement for Regular Groups**

Please complete this form with details of your group and its activities. You must also sign the Conditions of Hire agreement.

The contact for the centre is: Sandra Henderson, c/o Rose Walker Community Centre, Essex Avenue, Cheadle Heath, Stockport. SK3 0JA

<b>Name of group</b>	
<b>Type of activity</b>	
<b>Day of group</b>	
<b>Times of group</b>	<i>Please note - you must include enough time to set up and tidy up. The centre must be locked by 10pm</i>
<b>Frequency</b>	<i>Example - weekly, monthly, quarterly</i>
<b>Name of group Leader</b>	
<b>Phone/mobile</b>	
<b>Address</b>	
<b>E-mail address</b>	
<b>Name of key-holder(s)</b>	<i>Key-holders are responsible for the safe handling of keys. These must not be given to other people and you must inform us if keys are lost. You will be charged the cost of replacements.</i>
<b>Public Liability Insurance confirmed?</b>	<i>All regular groups must hold their own insurance, including public liability</i>
<b>Safeguarding Policy confirmed?</b>	<i>Groups which include children or vulnerable adults must have a Safeguarding Policy in place (or can adopt the Centre's policy)</i>

*Continued overleaf*

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<b>REQUIREMENTS DUE TO COVID-19. BY COMPLETING THIS BOOKING FORM YOU ARE AGREEING TO THESE REQUIREMENTS.</b>	
<b>Approx number of adults, 18+</b>	
<b>Approx number of young people, 12 - 17</b>	
<b>Approx number of children, 0 – 11</b>	
<b>By completing this booking form I agree to the following:</b>	<ul style="list-style-type: none"> <li>• If you or any of your group are showing signs of Covid-19, they must not attend. They must follow advice on self-isolation and testing.</li> <li>• Use hand sanitiser frequently</li> <li>• Ventilate the centre as much as possible by having doors open and the ceiling fans on</li> <li>• Encourage all guests to check into the NHS App using the QR code provided on posters at the centre</li> <li>• Encourage your group to wear masks (unless exempt) on entry and when moving around the centre, they can be removed once seated</li> <li>• Clean all tables used, counter tops, door handles, kitchen and toilet area before leaving the centre (wipes are provided)</li> </ul>

**Payment**

Payment by BACS transfer is preferred but cheques payable to Cheadle Heath Community Association are acceptable. You must pay all bills promptly.

**Current Fees (2021)**

Room hire is £10 per hour

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**Review of conditions of hire**

The Management Committee reserve the right to amend the conditions of hire, including the fee per hour, giving user groups 28 days' notice of any change.

This agreement will be reviewed annually.

**Declaration:** I agree to the above conditions and I understand that by booking the centre, I am responsible for any damage to the building or its fixtures and fittings that may happen during the times I have booked and I must ensure a sufficient number of responsible people are present to safeguard the building and those attending the party, meeting or event. I agree to call the police if any serious incident occurs.

\_\_\_\_\_  
**Signature of Hirer (must be aged 18+)**

\_\_\_\_\_  
**Print name**

\_\_\_\_\_  
**Signed on behalf of RWCC**

\_\_\_\_\_  
**Print name**

**Date** \_\_\_\_\_