

**Cheadle Heath Community Association
Rose Walker Community Centre
Booking Form for Private Hire**

Please complete this form and return it, with your deposit to the centre contact: Sandra Henderson, c/o Rose Walker Community Centre, Essex Avenue, Cheadle Heath, Stockport. SK3 0JA. **Cheques payable to:** Cheadle Heath Community Association. **Room hire is currently £15 per hour.**

Bookings are not acceptable unless made on this form. The Management Committee reserves the right to refuse any application to hire the premises without stating a reason.

Date of hire	
Times required	<i>Please note - you must include enough time to set up and tidy up. The centre must be locked by 10pm</i>
Purpose of hire	<i>Example: children's birthday party* (see over)</i>
Your name	
Phone/mobile	
Address	
E-mail address	

REQUIREMENTS DUE TO COVID-19. BY COMPLETING THIS BOOKING FORM YOU ARE AGREEING TO THESE REQUIREMENTS.

Approx number of adults, 18+	
Approx number of young people, 12 - 17	
Approx number of children, 0 – 11	
By completing this booking form I agree to the following:	<ul style="list-style-type: none"> • 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. • Use hand sanitiser frequently • Ventilate the centre as much as possible by having doors open and the ceiling fans on • Encourage all guests to check into the NHS App using the QR code provided on posters at the centre • Encourage your group to wear masks (unless exempt) on entry and when moving around the centre, they can be removed once seated • Clean all tables used, counter tops, door handles, kitchen and toilet area before leaving the centre (wipes are provided)

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**Insurance – please note that if your booking is for a sporting activity, eg, football, cycling, you must obtain your own insurance, including public liability, as the Centre does not accept responsibility for any accidents, injuries or damage caused by such activity. If you are hiring an entertainer, bouncy castle (outdoor only) etc, you must ensure they, too, hold their own insurance to cover such events.*

Payment:

- **A deposit of 50% of the total cost is required. This must be made at soon as possible to secure your booking and at least 28 days before your event. It is non-refundable.**
- The balance must be paid on the day (for business hire, you can request an invoice for the balance). You must also sign the **Conditions of Hire** agreement.
- **If you need to cancel your booking, you must do so within 48 of the date of the event or you will be liable for the full cost of the booking.**

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

Date