

**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

Name of group	
Type of activity	
Day of group	
Times of group	<i>Please note - you must include enough time to set up and tidy up. The centre must be locked by 10pm</i>
Frequency	<i>Example - weekly, monthly, quarterly</i>
Name of group Leader	
Phone/mobile	
Address	
E-mail address	
Name of key-holder(s)	<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>
Public Liability Insurance confirmed?	<i>All regular groups must hold their own insurance, including public liability</i>
Safeguarding Policy confirmed?	<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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Payment

Payment by BACS transfer is preferred but cheques payable to Cheadle Heath Community Association are acceptable. If you use cash, this must be clearly labelled with the name of your group and left in a secure location in the centre. You must pay all bills promptly.

Current Fees (2015)

Room hire is £10 per hour

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 _____