

Strouden Park Community Association

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BOOKING TERMS AND CONDITIONS

THIS IS A NO SMOKING BUILDING. THIS RULE MUST BE STRICTLY ADHERED TO.

Failure to comply will result in the immediate cancellation of the booking or any future bookings.

1. Hiring the rooms

All persons hiring any of the rooms are subject to the following terms and conditions for hiring, a copy of which is attached and supplied to you.

2. Booking

All bookings must be made either via email, telephone or in person via the Community Centre Office.

Casual bookings attract a returnable security deposit of £50.00.

The booking is only confirmed on receipt of the required deposit.

Should the deposit not be received and another party wishes to book one or more of the rooms on that date, the Strouden Park Community Association (SPCA) reserve the right to give the booking to the other party.

3. Should there be a fire

Emergency safety exits must be kept clear at all times and are only for use in an emergency.

The main hallway must be kept clear at all times.

No chairs, tables, children's pushchairs or clothes rails are permitted to be left in the hallway.

4. Responsibility

A responsible person, over the age of 18 years, must be in charge of the group on the premises for the duration of the booking.

Please remember that this is a residential area and give due consideration when using and leaving the Centre after an evening function.

Please leave the rooms clean and tidy after each session and take all rubbish away with you.

You are expected to clean up any spillages (liquid or otherwise).

Broom, mop and bucket are available for your use and are generally stored in the kitchen store room.

5. Times

No parties shall extend past 10:30pm.

If an extension of these times are required, the hirer should advise at the time of booking as it will be necessary to seek permission from SPCA for the extension to take place.

6. License

The Community Centre is not licensed for the sale of alcohol.

7. Kitchen

If the kitchen is used, PLEASE leave it in a clean and tidy condition; if it is not, a minimum £20.00 charge will be made.

No equipment is to be fixed to the cupboards or work surfaces in the kitchen.

Cutlery and crockery is provided by the Community Centre.

No equipment, cutlery or crockery is to be removed from the premises for any reason.

Children under the age of 14 years are not permitted in the kitchen. This is because of the terms of our Public Liability Insurance.

If you do allow children under the age of 14 years into the kitchen, it is at your own risk.

8. Food and Hygiene

To comply with the Food and Hygiene Safety Act, and by accepting the following condition, the Hirer hereby indemnifies the SPCA against any claims, losses or injury caused by the consumption of food, prepared either in the kitchen or by any food (prepared or otherwise) brought into the Strouden Park Community Centre by the Hirer or a Third Party authorised by the Hirer.

9. Tables and Chairs

Small tables, large tables and chairs are available and are included in the room hire charge. Please return tables and chairs to their appropriate places, as stated on the notice on the inside of the room door.

10. Ball Games

No footballs or hard ball games are allowed in the Centre.

11. Bicycles

No bicycles are allowed in the Centre.
There is a place outside for you to secure your bicycle.

12. Posters and Notices

No posters or notices to be fixed to any walls within the hallway or rooms without permission from the SPCA committee.
Notice boards are provided for this purpose.
Similarly, no posters, etc. to be fixed to the exterior of the building, other than on available notice boards with permission from the SPCA committee.

13. Accidental Damage

You are expected to report to a committee member or volunteer any damage found. If you or your group causes accidental damage, you are asked to report it as soon as possible, otherwise damage will be charged to the last known user of the room.
Any accident which results in injury to any person using the room during a booking must be reported to a committee member or volunteer on duty.

14. Lost Property

Any lost or unclaimed property will be disposed of after a period of three months from the date of the booking.

15. Car Parking

There is one disabled space and one regular space to the left of the front entrance of the building. There are two spaces at the rear of the building, marked "CC", access is via Vanguard Road. When parking in nearby roads, please do so with consideration and leave driveways clear for access to emergency vehicles.
Please do not park vehicles on any grass verges or paved walkways.

Thank you.

Mrs Brenda Moore (Chairperson)

Note: These conditions are subject to revision at any time.