

**Botcherby Community Centre** Reg Charity No. 1103492

Victoria Road, Carlisle CA1 2UE  
Tel 01228 596992  
Fax 01228 596992  
email HelenF@carlisle.gov.uk

**Application for Use of the Botcherby Community Centre**

**1. Name and address of organisation on behalf of which application is made**

Name .....  
Address .....  
.....  
Post code ..... Telephone ..... Mobile .....  
Email .....

**2. Please tick which part of premises required**

- Main Hall**  £10.00 per hour
- Youth Wing**  £10.00 per hour
- Meeting Room 1**  £7.00 per hour
- Meeting Room 2**  £7.00 per hour
- Meeting Room 3**  £6.00 per hour
- Kitchen Hire**  £5.00 per session

**Room Layout**

Boardroom	Cabaret	Theatre	Classroom
U-Shaped with tables	U-Shaped chairs only		

If you require additional tables and chairs please specify.....  
.....

**Equipment Required**

Overhead Projector	TV Presenter	Flipchart/Stands/Pens/Paper
Power Point Presenter	DVD	VCR CD player

• Flipchart pads are provide at a small charge of £2.00 per pad

**Catering Requirements**

Coffee / Tea on arrival 60p    Coffee /Tea & Biscuits 70p    Mid morning    Mid afternoon  
 Coffee /Tea & Scones £1    Mid morning    Mid afternoon  
 Sandwiches, crisps, selection of savouries, hot potato wedges and cakes £3.50  
 Sandwiches, crisps, vegetable sticks + dip, hot potato wedges and fruit £3.50 *healthy low-fat option*  
 Sandwiches, crisps, sausage roll £2.50

Time meal required .....Special dietary requirements .....

**3. Date(s) on which premises are required .....**

**4. Times that premises are required: from ..... am/pm to ..... am/pm**

5. Purpose for which premises are required .....  
*no Birthday parties over 7yrs accepted*

6. State whether a collection or admission is to be made      yes              no

Please indicate the purpose to which proceeds are to be devoted .....

7. Numbers expected to be admitted .....

**PLEASE NOTE**

**Accommodation limits: The total number of persons allowed on the premises at any one time, including members of the public, staff and performers, shall not exceed:**

Category (a) Closely seated audiences	120
Category (b) Dancing and cabaret audiences using tables and chairs	120
Category (c) Dancing only no tables and chairs	150

8. Is any special equipment required or the removal/introduction of furniture

.....

9. Does the function involve opera, pantomime, stage plays, dancing, singing or any other type of public entertainment?

.....

10. Special Requirements

Are any of the following required?

- Space reserved for wheelchair
- Disabled parking
- Documentation in large format
- Documentation on audio tape
- Facilities for your assistant/carer to accompany you
- Induction loop
- Dietary needs
- Sign language interpreter

**Letting Regulations**

1. No sub-letting is allowed
2. Intoxicating liquor is not allowed to be consumed on the premises without prior permission from the Centre Manager
3. The Centre shall be vacated by the time stated on the booking form
4. The hirer shall be totally responsible for any damages incurred
5. The hirer shall be responsible for good order
6. Users shall only have access to the room(s) hired
7. Gambling is not allowed unless the correct licenses have been obtained
8. The hirer must be over 18 years of age
9. The hirer must be present at the premises at all times, throughout the period of hire
10. The hirer shall be responsible for leaving the premises in good order on completion of the hire period
11. The hirer should note that NO functions may continue after 11.00pm without prior arrangement with the Centre Manager
12. Hirers must ensure that ALL Health and Safety regulations are complied with and no more than is legally allowed is admitted

13. The hirer should indemnify the Management Trustees against all actions, proceedings, claims and demands brought or made against the Management Trustees in respect of any loss, damage or injury sustained by any person during the period of the letting and arising out of the letting, except in so far as it is proved that the Management Trustees were negligent
14. To ensure compliance to the standard conditions for premises, License, Licensing Act 2002 particularly in relation to stroboscopic lights and flame/smoke/dry ice machines
15. Bouncy castle are prohibited
16. The Centre Manager/Management Committee may refuse an application to use the Centre's facilities if the use by a particular association or individual presents a risk of public disorder or of alienating the associations beneficiaries or supporters
17. Failure to comply with any of these conditions may result in the refusal of any further applications.

When the Community Centre is not responsible for catering, arrangements must be made with the Centre for use of the kitchen facilities. All setting up and clearing away of food must be done by the hirer at the finish of the function. Please note there is a kitchen hire charge

**Declaration**

I have read and fully understand the 'Terms and Conditions' of hire and the 'Health and Safety rules and regulations of our centre' leaflet. I therefor take responsibility for all that apply to my event.

I have enclosed payment of £..... for \*deposit/full payment of all hire charges. *\*delete as appropriate*

Signed .....

Name and address in full .....  
 .....  
 .....

Telephone .....

Date .....

Booking accepted by staff member .....

**For Office Use Only**

Deposit paid: ..... Amount due: .....

To be invoiced for £ ..... on ..... (date)

Remaining amount £ ..... received on ..... (date)

Please return this form with deposit of full payment to the Botcherby Community Centre

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## Health and Safety Hire Checklist

Has the hirer been advised of the following:

- How to use the fire fighting equipment and their location
- Fire exit location
- First aid kit location
- Telephone location (for emergencies)
- Fire alarm system and point location
- Toilet facilities
- House keeping equipment
- Kitchen facilities including use of cooker, hot water boiler etc
- Radio, tape deck etc
- Emergency telephone numbers of staff.

Please sign below to confirm you have been advised of the above

Hirer ..... Date .....

On behalf of Botcherby Community Centre

..... Date .....

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## Hiring Letting Information

The aim of this leaflet is to provide any Hirer with the necessary information concerning Health and Safety procedures, Security of the Centre and the requirements placed on the Hirer when they rent facilities at Botcherby Community Centre.

### Requirements

Any person requiring to hire any facilities at the Centre must fill in fully the hiring form, sign and date it.

### Opening and closing the Centre

If required a member of staff will open and close the Centre and the cost of this service could be included in the rental charge.

### Rules and regulations

From the Hiring Form previously filled in by the Hirer the facilities that will be required will have been identified and agreed. The Hirer should have read before their activity takes place the relevant regulations and procedures leaflet (the Health and Safety Rules, the Letting Regulations) which is enclosed.

### Fire evacuation procedure

#### IF YOU DISCOVER A FIRE

- 1 Remove anyone immediately in danger from the room
- 2 Operate the nearest fire alarm
- 3 Call the fire brigade, dial 999
- 4 Close all doors and windows
- 5 Attack the fire with the appropriate equipment but without taking any personal risk.

### On hearing the fire alarm

- 1 Leave the building by the nearest exit
- 2 The Hirer should try to ensure that all their guests have left the building but without taking any personal risk
- 3 All persons must assemble in the main carpark
- 4 No person shall re-enter the Centre under any circumstances

### The responsibilities of the hirer with regard to Health and Safety Legislation

- 1 Hirer should ensure that no fire exits are blocked
- 2 Hirer must ensure that any of their helpers who may use, for example, the kitchen and its equipment, are competent to do so

Please sign below to confirm you have been advised of the above

Hirer .....

Date .....

On behalf of Botcherby Community Centre

.....

Date .....