**Denton Island Community Centre**

|  |  |
| --- | --- |
| **Newhaven**  **East Sussex**  **BN9 9BA** Tel: 01273 517250 |  |

**E-mail:** [**roomhire@sussexcommunity.org.uk**](mailto:roomhire@sussexcommunity.org.uk)

# Denton Island Community Centre room booking form

|  |  |
| --- | --- |
| **Name of organiser:** | **Name of organisation:** |
| **Address:** | **Postcode:** |
| **Phone Number:** |
| **Email:** | **Purpose of hire:** |
| **Expected numbers to attend:**  **Children (if applicable):** | **Day and date of event:** |
| **\*Time** (from-to) and duration: | **Recurring session**? If so, circle as appropriate: Daily/Weekly/Monthly |
| **Purchase Order Number** (if applicable) : | |

Please fill in the following information

* When calculating cost please add 15 minutes either side for setting up (therefore 30 minutes on top).
* **All Newhaven Valley Room bookings must include 30 minutes setting up and clearing up time either side of the booking**.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Room Required | | | Cost Per Hour | VAT  @ 20% | HOURS | TOTAL |
| Youth Centre -Capacity 30 standing or 20 seated | | | £15.00 | N/A |  |  |
| Newhaven Valley Room - Capacity 40 standing or 30 seated | | | £15.00 | £3.00 |  |  |
| Community Kitchen (Capacity 8) | | | £15.00 | £3.00 |  |  |
| Sensory Room (Capacity 3 adults 3 child max) | | | £4.00 | £0.80 |  |  |
| Meeching (Capacity 6) | | | £10.00 | £2.00 |  |  |
| Tidemills (Capacity 4) | | | £8.00 | £1.60 |  |  |
| Advice room (Capacity 4) | | | £8.00 | £1.60 |  |  |
| Community Garden | | | £5.00 | £1.00 |  |  |
| Total |  |

*PLEASE SEE NEXT PAGE AND COMPLETE FORM.*

# Booking form continued

~Will you require equipment?

Flip chart: **There is a charge of £5.00 per chart**. You may take the chart/s with you or supply your own.

Laptop/TV/ Audio Equipment? (Circle or highlight as appropriate)

Please indicate your choice of layout:

Auditorium (rows of chairs) Cabaret Horseshoe of chairs Board Room Clear

Number of tables:

Any specific requirements?

* We have a kitchen that can be used for beverages, but please can we ask that you provide your own Tea/Coffee etc. We also ask that you leave the room/kitchen clean and tidy.
* Please make sure to provide your own first aid kit.
* **WE ASK THAT ALL LARGER GROUP BOOKINGS HOLD THEIR OWN REGISTER to support in case of evacuation.**
* **GDPR Notice:** we require all persons to sign in and out of the building, this is in case of an evacuation of the building is required. No information is used and is shredded at the end of the day.

**Please take a moment and tell us how you heard of our centre?**

|  |  |
| --- | --- |
| Online please state: |  |
| SCDA website: |  |
| Other please state: |  |

Signed: Date:

**(Cheques made payable to Sussex Community Development Association Ltd)**

\****Please note that a 50% fee is applicable for cancellations made within 5 days of hire***\*

**Internal bookings (SCDA) must give details of funding, equipment details & set up requirements:**

BACS payment to: HSBC, 21 High Street, Newhaven, BN9 9PD

Sort code: 40-34-35 Account No: 31105035

Reference: Room Hire

**..………………………………………………………………………………………………**

****VAT No: 837116726

**For DICC use only**

Please identify below which items of information you require for this booking:

|  |  |
| --- | --- |
| **Document/information Required** | **Yes/No or N/A** |
| Disclosure and Barring Service (DBS) are up to date (if applicable) |  |
| Risk Assessment (if applicable) |  |
| Proof of Public liability insurance (if applicable) |  |

**Sussex Community Development Association Ltd**, A company Limited by Guarantee.

Registered Office: Denton Island Community Centre, Denton Island, Newhaven, BN9 9BA

Company Number: 3387617 Charity Number: 1094905