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| **Newhaven**  **East Sussex**  **BN9 9BA** Tel: 01273 517250 **Email: roomhire@sussexcommunity.org.uk** |

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| --- | --- | --- |
| **Name of Organiser:** | | **Name of Organisation:** |
| **Address:** | | **Postcode:** |
| **Contact Phone Number:** |
| **Contact Email:** | | **Description of activity:** |
| **Expected numbers to attend:**  **Children (if applicable):** | | **Day and date of event:** |
| **Time** (from-to) and duration: | | **Recurring session**? If so, please circle as appropriate:  Daily / Weekly / Monthly |
| **Public Liability Insurance** (delete as appropriate):  Yes / No | **Purchase Order Number** (if applicable) : | |

|  |  |  |  |
| --- | --- | --- | --- |
| Room Required | Hourly Rate  (incl VAT) | HOURS | TOTAL |
| Youth Centre - Capacity 30 standing or 20 seated | £20.00 |  |  |
| Newhaven Valley Room - Capacity 40 standing or 30 seated | £23.50 |  |  |
| Community Kitchen - Capacity 8 | £23.50 |  |  |
| Sensory Room - Capacity 3 adults 3 child | £10.00 |  |  |
| Meeching Room - Capacity 6 | £17.50 |  |  |
| Tidemills Room - Capacity 4 | £15.00 |  |  |
| Advice Room - Capacity 4 | £15.00 |  |  |
| Community Garden - Capacity 20 | £11.50 |  |  |
| **TOTAL** |  |  |  |

**Do you require any of the following?**

TV and / or audio equipment

WIFI password

Tea and coffee making facilities – charged an additional £5 per 10 people

**Room Layout:**

Auditorium  Horseshoe

Board Room  Cabaret

Clear

Number of tables:

**Further information:**

Please could you provide us with a brief overview of your room hire needs.

**GDPR Notice:** we require all persons to sign in and out of the building, this is in case of an evacuation.

Signed: Date:

Please send completed forms:[**roomhire@sussexcommunity.org.uk**](mailto:roomhire@sussexcommunity.org.uk)

**(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***\*

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

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

Reference: Room Hire

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****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