



Centre of Pendeen

Church Road, Pendeen

Penzance. TR19 7SE

Tel/Fax: 01736 786776

Email: info@centreofpendeen.co.uk

www.centreofpendeen.co.uk

Charity No: 1081351

Booking Form

Please read the Terms and Conditions, and fire information before completing.

Name of Hirer.....

Invoice Address (include post code).....

.....

Telephone No.....

Contact name(s) and number(s).....

Date(s) and time(s) of Hire

Room(s) required (please tick)

Multi-use Hall: All ☐ Rear ☐ Middle ☐ Front ☐

Meeting Room ☐ Kitchen facilities: drinks ☐

Office ☐ cooking ☐

Purpose of hire, (e.g. private party, meeting).....

Number of persons attending (approximately).....

Fee (Payable in advance. Cheques to 'Centre of Pendeen'.).....

Note – A deposit of £10 is required to obtain a key fob, reimbursed on return of fob

I agree to the Terms and Conditions (overleaf) and will abide by the Fire Procedures.

Signed Date

Print name Position

For office use:

Fee paid on Date entered on system - Provisional

Confirmed

Funding has been gratefully received from the Big Lottery Fund, Rural Renaissance Fund, Objective One ERDF, Neighbourhood Renewal Fund, Single Regeneration Budget 6, Penwith District Council, Jobcentre Plus, Cornwall County Council, The Countryside Agency, Pendeen Community Project, St Just Town Council, Pendeen Residents Association, DTI Energy Saving Trust, EDF, Clear Skies, Community Chest, the First Step Learning Fund and local fundraising.

Revised March 2013

The Hirer of the Centre agrees that:

- The premises have been inspected and are suitable for the purpose of hire.
- The premises will not be used for any purpose other than that stated in 'purpose of hire' and within the times stated.
- The maximum number of people allowed in the hall is 100 (fire safety)
- No bouncy castles, or other unauthorised electrical appliances or combustible materials are used (insurance restraints, and fire safety)
- No smoke machines, or similar equipment issuing particles or dust will be used (due to such equipment setting off the fire alarm)
- The Hirer, or someone authorised by the hirer, will be present and responsible throughout the period of hire and order will be preserved.
- Members of the committee or volunteers are allowed access to the building at any time during the period of hire.
- Other users of the Centre are allowed access to the WCs and Kitchen.
- The booking is only confirmed when the hire fee has been paid.
- Bookings cancelled within 72 hours of the hire date are subject to retention of a booking fee of £10.

The Hirer is responsible for:

- Ensuring when the hire is outside Centre opening hours that no unauthorised person has access to the building.
- Ensuring that those attending their session sign in and out of the building.
- Any music, performance or other licence that may be required (private parties excluded).
- Setting up and clearing away tables and chairs and leaving the premises clean and tidy
- On leaving, checking electrical appliances and lights are turned off, windows and exit door are secured.
- Any damage done to the 'Centre of Pendeen' or its belongings arising from this hire as well as the expense of making good such damage.

In an emergency:

- The Centre Key Holders are listed in the window by the reception entrance door.
- When the fire alarm sounds, the building must be evacuated.
- When the hire is outside Centre opening hours the Centre phone will **not** be accessible, so please ensure a fully charged mobile phone is available.

Please retain the document Precautions and Procedures in the event of a fire

Centre of Pendeen

Precautions and Procedures in the event of a fire

The Centre Committee cannot take responsibility for the safety of any hiring group, but is required to supply information to ensure that as a Hirer of the Centre of Pendeen you are aware of fire precautions and procedures.

Please note:

- **The Hirer is responsible for the safety, and evacuation of all persons attending their session in an emergency.**
- **The Hirer should check that emergency escape routes are not obstructed, exit doors are not locked, fire fighting equipment is in place, accessible and not interfered with.**
- **People present for the hire will be made aware of the Fire Action notice (situated by manual call points), site of fire appliances, manual call points, emergency exits and fire assembly point**
- **Hirers should have persons within their group who will act as stewards in the event of a fire**

In the event of a fire

- Sound the alarm – Manual Call Points by Road and Front Doors
- Call the Fire Brigade – 999
- Check evacuation in progress
- Attack the fire with the appliances provided, if safe to do so – ensure your escape route remains clear.

Emergency evacuation procedure

- Leave the building
- Do not stop to collect belongings
- Check adjacent ground floor rooms and WCs for occupants
- Shut doors behind you
- Take attendance records for head-count.
- Assemble in The Square, outside the North Inn, for head-count.
- Stay until your presence has been recorded

DO NOT RE-ENTER THE BUILDING UNTIL AUTHORISED

PLAN of HALL - FIRE SAFETY INFORMATION

