

## Booking Form – Brooklands Park Community Centre – 01454 865202

<b>Reason for Hire</b>					
<b>Date(s) Required</b>					
<b>Frequency</b>	<b>Time Start</b>	<b>Time End</b>	<b>Room</b>	<b>Tick</b>	<b>Approx. No.</b>
One off			<i>Main Hall (full hall)</i>		
Weekly			<b>Meeting Room 1</b> (Meeting room)		
Monthly			<b>Room 2</b> (Meeting/party room)		
Other			<b>Foyer Space</b>		
<b>Room Requirements</b>					

**Payment of hall to be made in full 14 days prior to event. Cancellation policy - Unless 14 days' notice is given you will be charged the full booking fee/no refunds given.**

**Bookings over 6hrs in all rooms – payment required in full 1 month prior to event.**

Name of Hirer / Primary Contact	
Name Organisation (if applicable)	
Postal Address	
Postcode	
Tel Contact No. / Mobile	
Email Address	

I accept responsibility for ensuring total compliance with the Brooklands Park Community Centre Conditions of Hire, Premises Licence, and evacuation procedures – a copy of which I will retain.

<b>Hirer Signature</b>		<b>Date</b>
<b>Office Signature</b>		<b>Date</b>

**Booking Form to be returned to: - [Brooklandspark@stokegifford.org.uk](mailto:Brooklandspark@stokegifford.org.uk)**

Brooklands Park, Local Hub and Community Centre, Clover Way, Stoke Gifford, BS34 8AZ.

An invoice for payment will be sent once booking form processed (including payments option/details)  
For the sum of £ \_\_\_\_\_

**A copy of insurance form (public liability) to be provided where applicable. Attached Yes / No**

# Brooklands Park Community Centre

## Venue Rules and Conditions of Hire

### High risk/Safety – Critical Rules

- **Smoking or vaping anywhere inside the building, or immediately outside the entrances, is strictly prohibited.** The use or ignition of **any fire or smoke-producing items** is not permitted. This includes **birthday candles, smoke machines, food-heating burners, incense, sparklers, or similar items**. If the fire alarm is activated due to misuse, a **£50 fine** will be issued. The fire brigade is automatically dispatched via the security system. In an emergency, call **999**.
- **Smoke alarms must not be covered, tampered with, or interfered with in any way.**
- **At least two competent attendants must be familiar with the location and use of fire equipment, evacuation procedures, and must know who is always present in the building.**
- **A physically capable person aged 21 or over must remain on the premises for the duration of the event. Lasers may not be used without prior permission from South Gloucestershire Council (Licensing Authority).**
- **Users of discos, bouncy castles, or any electrical equipment must check the provider's PAT certificate and insurance documentation. Smoke machines are not permitted as they trigger the alarms.**

### House-keeping rules

- **CCTV is in operation throughout the premises.**
- **Hirers must complete a risk assessment for all activities taking place with their group while in the building.**
- **Please ensure the main front doors close securely behind you and remain closed during your booking.** Where possible, guests should use the rear entrance from the car park to reduce congestion in the foyer/café area.
- **Café/Foyer area** – if using the café foyer area please ensure that tables and chairs are put back as you found them and the area is left clean and tidy.
- **Cleaning:** Rooms must be left as found. This includes tidying, wiping surfaces, and washing/drying any used cups and returning them to the kitchen cupboards.
- **Waste:** Please bring black bin liners, place all rubbish inside them, and dispose of these bags in the Biffa bins located in the bin store at the back of the car park.
- **Decorations:** Blu Tack, drawing pins, duct tape, or similar adhesives must not be used on walls. Each room has blue display boards for decorations. If tape is required, **masking tape only** may be used.
- **Outdoor/Garden Area:** Ball games are not permitted. Noise must be kept to a minimum out of respect for neighbours.
- **Music & Noise:** No entertainment that is obscene or likely to cause disorder is permitted. Noise complaints from nearby residents may result in the event being closed. When music is playing, all windows and doors must remain closed, and volume kept to an acceptable level. Please be considerate of our immediate neighbours.
- **Bouncy Castles:** Please notify the office on your booking form if you intend to hire a bouncy castle. The top car park barriers will remain open during your booking.
- **Site Closure:** The venue and car park close promptly at **9.30pm** by an external security contractor. The primary booking contact must ensure all guests and activities have vacated the site by this time.
- **Attendance Register:** The hirer must keep a register of all persons attending. The hirer is responsible for all individuals in the building, whether invited or not.
- **Power Failure:** In the event of a power outage, please contact the Caretaker (number displayed on the front door).
- **First Aid:** A First Aid Kit is in the kitchen. All accidents must be reported to the office

### EVACUATION OF BROOKLANDS PARK COMMUNITY CENTRE

In the event of a fire, or other event likely to put people in the building at risk, the person who hires the hall has the responsibility to ensure safe evacuation of all those in the building. There are two fire exits from the main hall, which must be always kept clear. Please ensure you are familiar with their location on arrival. The fire Brigade must be summoned to any outbreaks of fire, however slight.

People should leave the venue by the nearest exit or that furthest away from the source of a fire.

The Fire Assembly point is signposted with a green fire assembly image in the car park. All attendees must wait here until notified it is safe to return to the building.

Do not wedge open fire doors. The front (main door) to the building is also a Fire Exit. Unless prevented from doing so, those nearest to it should use it.

### **INSURANCE**

The Council has a public Liability Insurance Policy for all Hiring's where the organisation does not already have its own. The cost of this is included within the Hiring charge.

### **PREMISES LICENCE.**

Stoke Gifford Parish Council holds a Premises License. This restricts the number of people for the whole venue and stipulates the times at which events must cease (see booking form timings). It also requires an electrical safety check, enough fire appliances and approval from the police. Licensing act 2003

I, the Clerk of SGPC, being the holder of the Public Entertainment Licence in respect of Little Stoke Community Hall, am satisfied that the hirer can ensure compliance with all licence conditions.

He/she has been fully instructed in the evacuation procedures and understands the responsibilities placed upon him/her by the licence conditions.

### **FINAL NOTE**

Parties are expected to clear up, close windows and doors, switch off all lights, and leave the building secure as you found it on arrival.

**Please retain page 2 for information/reference**