

BOOKING CONDITIONS

- The room hire must only be used for the purpose stated on the application form and the hirer may only enter the building at the times agreed in the booking form. Keys must be collected on the day before the hire, on a Friday if at the week end and by arrangement with the administrator. If the hirer has sole use of the building s/he is responsible for unlocking and locking the building, including leaving the building secure, shutting all windows and doors, setting the alarm and returning the keys in person in the next working day after hire before 12pm.
- It is the user's responsibility to ensure that all fire and safety regulations are kept whilst using the building, that fire exits are kept clear at all times and that all fire doors are kept closed. No fire equipment must be tampered with or removed from its place, except in the case of fire. If costs are incurred by the management due to misuse of fire equipment, these will be charged to the user.
- Damage and breakages will be charged at replacement costs. Hirers must tidy up, put away tables and chairs in their correct places and sweep or vacuum floors after use. All rubbish must be removed from the premises. Additional caretaking costs incurred by the Mill due to misuse of rooms will be charged to the user.
- No alcohol may be consumed on the premises. Smoking is prohibited.
- Romsey Mill does not accept liability for damage to or loss of property, or personal injury not caused by negligence of the management.
- In cases of extreme weather conditions or closure of the Mill due to Management, all cancellations incur the full hire fee. All cancellations require one months notice.

FINANCIAL CONDITIONS

- One-off bookings: a separate £25 returnable deposit made payable to "Romsey Mill" must be paid 14 days in advance to secure the booking. This will be held against damage or cleaning expenses occurring from misuse of the premises. In addition to this payment, full payment must be received by the date of use in cash or two weeks before if paying by cheque.

USE OF EQUIPMENT/FOOD & DRINK

- Bouncy castles may be hired by the users though remains the responsibility of the hirer. Smoke and bubble machines are not permitted.
- Some Under 5s equipment is available in the Community Hall for children's birthday parties, a separate donation to the Children's Centre is encouraged. Loss or damage to any equipment will incur a replacement fee.



ROOM HIRE BOOKING FORM



Romsey Mill is a Youth and Community Centre in the South of Cambridge. Set up by local churches in 1980, it serves the community through a varied programme of activities. Despite the busy timetable, there are times when it is possible to hire parts of the Mill.

Romsey Mill reserves the right to refuse a booking if it is felt that the activity planned is against the principle aims of the Mill itself.

Please note, there is a strict no alcohol or smoking policy at the Mill.

Romsey Mill Trust, Hemingford Road, Cambridge CB1 3BZ
Tel: 01223 213162 Fax: 01223 411707 email: admin@romseymill.org
www.romseymill.org Registered Charity (No: 1069905)
Company Limited by Guarantee & Registered in England & Wales (No: 3556721)

BOOKING FORM

Date(s) Required: -----

Organisation Name: -----

Contact/Individual Name: -----

Address: -----

----- Postcode: -----

Telephone: ----- Email: -----

Event: -----

Minimum length of hire = 1 hour. After 1 hour the minimum hire length can be in ½ hour intervals e.g. 2½ hours. Setting-up and clearing-up time must be paid for this should be a minimum of ½ hr either side

Event Start Time: ----- Event Finish Time: -----

Setting-up Start Time:----- Clearing-up End Time: -----

Total Hours Booked: ----- Regular booking/One-off booking

Facilities Required: Jordan Phenna

Sports Hall Activities Community Hall

Rose Creative Arts

Cheques should be made payable to "Romsey Mill"

I enclose a separate (compulsory, returnable) deposit of £25 cash/cheque. This will be held by Romsey Mill against damage/cleaning expenses and key loss.

I enclose full payment of £ _____ for room hire.

I agree to the booking terms and conditions.

I will arrange with the administrator a convenient time during the week of the hire to be inducted to the facilities and collect keys.

Signed: ----- Date: -----

Please detach and return booking form

FACILITIES – All rooms have wireless internet access

	Size/ Capacity	Facilities	Community Rate	Private Organisation/ Non Community
Sports Hall	16mx10m Seating 200	Basketball hoops Power Points Gym Matt's Fold Up Chairs	£23 p/hr £30 inc Activity Room	£34 p/hr £46 inc Activity Room
Community Hall	10mx7.5m Seating 50	Kitchen facilities Children's, toilets. Chairs and tables	£14.50 p/hr	£21.50 p/hr
Jordan	10mx5m Seating 50	Kitchen facilities, Large wall mounted projector & screen TV, DVD Player	£20.50 p/hr	£28 p/hr
Activities Room	Seating 12	Kitchen Facilities Cooker Fridge Freezer Cooking Equipment	£8.25 p/hr	£14.50 p/hr
Phenna	6mx4m Seating 21	Smart Board & Projector Tables & Chairs Hearing Loop	£14.50 p/hr	£21.50 p/hr
Rose	4mx3m Seating 15	Tables & Chairs Flipchart Hearing Loop	£7.25 p/hr	£14.50 p/hr
Creative Arts	6mx4m Seating 15	Relaxing environment 2x Sofas , table	£14.50 p/hr	£21.50 p/hr

Room Pictures may be viewed at www.romseymill.org

Community Rate applies to those resident in the Romsey area of Cambridge

Please note conditions of hire are correct at time of print but are subject to change