

## Booking policy at Worthing Homes Resource Centre (Room 1)

**Resource Centre mission statement - to develop opportunities for tenants and residents to participate in housing and community issues to challenge and address social inequalities. To seek and develop partnerships with local people and agencies to further collaborate in new opportunities for the development of individuals and organisations**

### Hourly hire rates

	day	evening	weekend	full day (6hrs)	activity rate	
full rate	£13.65	£16.80	£16.80	£81.90	25% reduction	*
concession	£8.40	£11.03	£11.03	£50.40	25% reduction	*

prices as at 1.6.08

(all rates include VAT)

### General

- To hire please call Ruth Crack on 01903 703 177. Preference will be given to activities and organisations that further Worthing Homes work in the community, corporate plan or involve or benefit our tenants and customers.
- Day rate is from 9am-5pm, evenings are from 5pm onwards. Where a period overlaps two rates, the lower will be charged for the period.
- Taster sessions - may be offered to new groups free of charge or for WHL business.
- Invoicing – invoices will be issued at the end of each month and require payment within 30 days.
- Full rate will be commercial business, statutory groups, and individual hire. Those eligible for the concession rate will include community groups and charities.
- Room is to be left in the same way it is found (tables together in the middle, with 12 chairs around it. All other furniture and chairs are to be placed to the sides of the room. The kitchen is to be left in a clean state).
- Caretaking matters (eg breakages, security, maintenance issues) are to be reported immediately to Ruth Crack on 01903 703 177 or at Davison House reception.
- The keys issued to you are your responsibility and must not be used by anyone other than the person who signed for them. A deposit of £50 may be requested, refundable on return of keys and inspection of premises.

- The premises may not be used for illegal or immoral acts.
- A charge will be made if less than 24 hours notice is given of cancellation.
- We cannot cater for children's events or parties.
- Room can take up to 20 people seated in rows, or around 12 people seated at a table.
- Insurance - WHL has public liability insurance. Hirers are responsible for insuring their own activities.
- \*Activity rate. The discount for the activity rate must be agreed in advance. It is intended to include community activities where the number of people will be fewer than a meeting or training event due to the nature of the activity; yoga, band practice, self defence, parenting activities may qualify.

**Out of hours use** – Worthing Homes offices are open from 9-5pm Monday to Friday when the Resource Centre keys will be available from reception. Keys can be made available after 5pm or at weekends by prior arrangement.

**Smoking** - we operate a no smoking site. You may not smoke anywhere on our land including the car park or at the front of the building.

**Equal opportunities** - all activities must follow our equal opportunities policy.

**Minimum hire** - hire rate is to include setting up and packing away time – minimum of 2 hours.

**Hospitality** - rate includes tea and coffee, however you will need to purchase your own perishables (milk, biscuits).

**Notice period** – One month's notice is required for hire to regular customers.

**Sub letting** - no group may sublet to any party.

**Car parking** - during office hours we are not able to provide parking space, unless specific arrangements have been made with Worthing Homes. When available 'visitor' bays may be used for a maximum of 1 hour.

**Equipment** - Nobo boards and projector screens are available on request, subject to availability.

**Your contact details**

Day time telephone number .....mobile .....

e-mail address .....

Name and address for invoicing: .....

.....

**I have read the booking policy and agree to above terms and conditions.**

**Signed ..... On behalf of .....**