

Morton Community Centre Reg Charity No. 1086418

Wigton Road, Carlisle CA2 6JP
Tel 01228 531105
Fax 01228 546892
email mortoncc@carlisle.gov.uk

Application for CONFERENCE use of the Morton Community Centre

1. Name and address of organisation on behalf of which application is made

Name
Address
.....
Post code Telephone Mobile
Email

2. Please tick which part of premises required (all prices are per hour)

	Members		Non members		Room Capacities	
	<i>Weekday</i>	<i>Weekend</i>	<i>Weekday</i>	<i>Weekend</i>	<i>Boardroom</i>	<i>Theatre</i>
Large Hall	£15.00	£18.00	£17.00	£20.00	50	150
Training Suite	£12.00	£14.00	£14.00	£16.00	25	40
Small Hall	£12.00	£14.00	£14.00	£16.00	25	40
Lounge	£10.00	£12.00	£12.00	£14.00	20	30
Small Room	£8.00	£9.00	£10.00	£11.00	10	20
	<i>Weekday</i>	<i>Weekend</i>				
Commercial rate	£20.00	£25.00				

Fully Inclusive Package £14.75 per person (Minimum of 10 people)

- Coffee/Tea on arrival
- Delegate Lunch with sweet, see choices on Refreshment page
- Afternoon coffee/tea with biscuits, scones or cakes
- Cordials and iced water
- Equipment - Screen, Whiteboards, Overhead Projector, Powerpoint Presenter, DVD, CD
- Hire of **one** Room. Other rooms hired will be charged as above.
- Mid-morning coffee/tea with scones or biscuits

Equipment Required

- Overhead Projector
- Power Point Presenter
- TV Presenter
- Flipchart/ Stands/Pens/Paper
- Flipchart pads are provide at a small charge of £3.50 per pad

Catering Requirements

Coffee / Tea on arrival Coffee /Tea & Biscuits / Scones Mid morning
Coffee /Tea & Biscuits / Scones & Cakes Afternoon Menu required (Delegate)
Time meal required Special dietary requirements

Room Layout

Boardroom Cabaret Theatre Classroom
U-Shaped with tables U-Shaped chairs only

If you require tables and chairs please specify.....

Refreshment / Catering Charges

Coffee / Tea	60p	Coffee / Tea / Traybakes	£1.10
Coffee / Tea / Biscuits	£1.00	Coffee / Tea / Scones	£1.10
Hot water / Cups	25p	Lunch 2 courses (see menus below)	£5.75
Sandwich, Crisps and Sausage Roll, Coffee/Tea	£2.50		
Sandwich, Crisps and Sausage Roll, Coffee/Tea and Traybake	£3.00		

Catering Requirements

Coffee/Tea on arrival	Coffee/Tea & Bisc/Scones (<i>Mid morning</i>)
Coffee/Tea & Bisc/Scones/Cakes (<i>Afternoon</i>)	Menu Required (<i>Delegate</i>)

Menus for 2 course Delegate Lunch

Menu 1

Selection of Freshly Made Sandwiches, Sausage Rolls, Cheese Puffs, Assorted Quiche, Onion Bhagi, Crisps. With Traybakes or Fresh Fruit.

Menu 2

Freshly Baked Potatos with a selection of fillings, Freshly made Salad. With Traybakes or Fresh Fruit.

Menu 3 Hot lunch choice of:

Lasangne, Vegetarian Lasagne, Garlic Bread and Side Salad. With Traybakes or Fresh Fruit.

Time Meal Required

Catering supplied by Penny Farthing Catering Services, Carlisle

3. Date(s) on which premises are required

4. Times that premises are required: from am/pm to am/pm

5. Purpose for which premises are required

6. State whether a collection or admission is to be made yes no

Please indicate the purpose to which proceeds are to be devoted

7. Numbers expected to be admitted (must not exceed 150 in Large Hall)

8. Special Requirements. Are any of the following required?

- | | |
|--|-----------------------------|
| Space reserved for wheelchair | Disabled parking |
| Documentation in large format | Documentation on audio tape |
| Facilities for your assistant/carers | Induction loop |
| Dietary needs | |
| Sign language interpreter or assistance with communication | |
| (e.g palantypist, lip reader, please specify exact type of service required) | |

.....

General Rules

The management of the Community Centre is invested in the Management Committee whose powers and composition are defined in the constitution, a copy of which may be obtained from Reception. Under the provision of the constitution the management Committee is empowered to make rules or to withdraw or amend them.

1. Use of the Centre

Use of the Community Centre and its facilities is subject to the following rules and, in the case of hirers, to certain standard conditions incorporated in the hiring agreement.

2. Equal Opportunities

The Community Centre shall be open to all members of the community regardless of race, gender, sexual orientation, age, disability, religious or political beliefs or marital status.

3. Applying to use the Centre

- a. Application for the use of the Centre shall be made to the Centre Manager.
- b. The right to refuse any application for the use of the Centre facilities is reserved to the Management Committee or the Manager, providing that his/her action is reported to the next meeting of the Management Committee. The Management Committee may refuse an application to use the Centre's facilities if the use by a particular organisation or individual presents risk of public disorder or of alienating the Centre's beneficiaries or supporters.
- c. All arrangements for the use of the Centre facilities are subject to the Centre reserving the right to cancel booking when the premises are required for use as a polling station or are rendered unfit for the intended use.
- d. Sections and membership groups of the Centre shall normally have priority use of its facilities, but all arrangements to hire facilities made with outside bodies and individuals shall be honoured by the Centre except as provided for in c above.

4. Opening hours

Facilities of the Community Centre are normally available for the use of its members and of outside hirers between the hours of 9.00am to 10.00pm weekdays and 9.00am to 3.00pm on weekends, in exceptional cases these hours may be extended on application to the Management Committee.

5. Maximum Hall Capacity

The Centre has a maximum capacity of 150 (these figures include helpers and performers). On no account shall this figure be exceeded.

6. Safety Requirement

All conditions attached to the granting of the Centre's Premise Licence or other licences shall be strictly observed. Nothing shall be done which will endanger the use of the building and the policies of insurance relating to it or its contents in particular.

- a. Obstructions must not be placed in gang ways or exits nor in front of emergency exits, which must be immediately free for public egress.
- b. The emergency lighting supply must be turned on during the whole time the premises are occupied and must illuminate all exit signs and routes.
- c. Fire fighting apparatus must be kept in its proper place and only be used for its intended purpose.
- d. The Fire Brigade shall be called to any outbreak of fire however slight and the details of the occurrence shall be given to the Centre Manager.
- e. Highly flammable substances shall not be brought into or used in any part of the premises.
- f. No internal decoration of a combustible nature of polystyrene or cotton shall be undertaken without the consent of the Management Committee.
- g. No unauthorised heating appliances shall be used on the premises

6. h. The First Aid Box shall be readily available to all users of the premises. It is located in Reception. The Centre Manager shall be informed of any accident or injury occurring on the premises.
- i. All electrical appliances and equipment brought into the building shall comply with the Electricity at Work Regulations of 1989. The Management Committee disclaims all responsibility from all claims and costs arising from such equipment being used.

7. Supervision

The hirer or person in charge of the activity shall not be under 18 years of age and shall be on the premises for the entire period of the hire or duration of the activity. The person in charge shall not engage in any duties which prevent him/her from exercising general supervision.

When the premises or any part of them are used for the purpose of public entertainment there shall be a minimum of two persons neither of whom shall be less than 18 years of age on duty.

All persons in charge on duty shall have been informed of the procedure for evacuation of the premises and shall be familiar with the fire fighting equipment available.

8. Intoxicating Liquor

No intoxicating liquor is permitted to be brought, sold or consumed on any part of the premises without the expressed permission in writing of the Management Committee, whose consent must also be obtained prior to seeking any occasional licence or permission for the sale of alcoholic liquor.

9. Betting, Gaming and Lotteries

Nothing shall be done on or in relation to the premises to contravene the law relating to betting, gaming and lotteries and the persons or organisations responsible for the function held in the Centre premises shall ensure that the requirements of the relevant legislation are strictly observed.

10. Stage Plays

The Centre Manager must be given four weeks notice of a stage play production so that the appropriate licence may be obtained from the local council, which itself requires three weeks notice.

11. Recorded Music Licence

It is the responsibility of any independent user group which uses recorded music in its activities to check if a licence is required from the Phonographic Performances Limited (PPL) and if so, to require one.

12. Loss of Property

The Community Centre cannot accept responsibility for damage to or the thefts or loss of centre users property or effects.

13. Car Parking

Cars shall not be parked as to cause an obstruction at the entrance to, or exits from the Centre. Where parking accommodation is provided and available this must be used. In all cases, users of the Centre should avoid undue noise on arrival and departure.

14. Nuisance

- a. Litter shall not be left in or about the Centre premises.
- b. Except in the cases of trained guide dogs for the blind, dogs shall only be permitted on the Centre premises in connection with organised activities such as dog training or dog shows.
- c. Hirers and organisers of events in the Centre are responsible for ensuring that the noise level of their function is not such as to interfere with other activities within the building, not to cause inconvenience for the occupiers of nearby houses and property.

Standard Conditions of Hire of the Community Centre

- 1.** The HIRER shall pay as deposit at least one third of the cost of his or her booking. Such deposit shall normally only be refunded to the Hirer in the event of the Centre cancelling the booking in pursuance of Rule 3c
- 2.** The HIRER shall pay the balance of fees prior to the event , as may be directed by the Centre Manager. If the Hirer wishes to cancel the booking and the centre is unable to conclude a replacement booking, the question of the repayment of fees (less deposit) shall be at the discretion of the Centre accordance with rule 3c all fees including deposit paid by the Hirer shall be refunded in accordance with the General Rules.
- 3.** The HIRER shall ensure that the General Rules governing the use of the Community Centre, as supplied to him/her, are complied with.
- 4.** The HIRER shall, on making the booking inform the Centre Manager of his/her requirements as to the provision of refreshments or cafe facilities, and shall be responsible for any extra charges thereby incurred.
- 5.** The HIRER shall, during the period of hiring, be responsible for supervision of the premises, protection of the fabric and contents , safety from damage however slight or change of any sort and the behaviour of all persons using the premises whatever their capacity.
- 6.** The HIRER shall be responsible for obtaining any licences necessary in connection with the booking, other than those already held by the Centre.
- 7.** The HIRER shall be responsible for making arrangements to insure against any third party claims which may lie against his/her organisation whilst using the Community Centre. (The Centre is insured against any claims arising out of its own negligence)
- 8.** The HIRER shall be responsible for the observance of all regulations appertaining to the premises stipulated by the Licensing Authorities, the Fire Authority in accordance with Rule 4, the Local Authority or otherwise.
- 9.** The HIRER shall not sub-let or use the premises for any unlawful purpose or in any unlawful way nor do anything or bring on to the premises anything which may endanger the premises, their users, or any insurance policies relating thereto.
- 10.** The HIRER shall indemnify the Centre for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the building during or as a result of a booking.
- 11.** The HIRER shall, if selling goods on the Centre premises, comply with Fair Trading Laws and any local code of practice issued in connection with such sales. In particular the Hirer shall ensure that the total prices of all goods and services are prominently displayed as shall be the organiser's name and address and that any discount offered are based only on Manufacturer's recommended Retail Prices.

Data Protection Act 1988

The information you have provided on this form is gathered in the strictest of confidence and Morton Community Centre will only use it for the purpose intended. The information given will be used for no other purpose.

Declaration

I have read and fully understand the 'Terms and Conditions' of hire and the 'Health and Safety rules and regulations of our centre' leaflet. I therefor take responsibility for all that apply to my event.

I have enclosed payment of £..... for *deposit/full payment of all hire charges.

**delete as appropriate*

Signed Date

Telephone

Booking accepted by staff member

For Office Use Only

Deposit paid: Amount due:

To be invoiced for £ on (date)

Remaining amount £ received on (date)

Diary Copy given to Manager Bar

Please return this form with deposit of full payment to the Morton Community Centre

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Wigton Road, Carlisle CA2 6JP
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Health and Safety Hire Checklist

Has the hirer been advised of the following:

How to use the fire fighting equipment and their location

Fire exit location

First aid kit location

Telephone location (for emergencies)

Fire alarm system and point location

Toilet facilities

The condition of the room that will be used during the hire

The condition of the Centre prior to rental

Please sign below to confirm you have been advised of the above

Hirer Date

On behalf of Morton Community Centre

..... Date

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Hiring Letting Information

The aim of this leaflet is to provide any Hirer with the necessary information concerning Health and Safety procedures, Security of the Centre and the requirements placed on the Hirer when they rent facilities at the Community Centre.

Requirements

Any person requiring to hire any facilities at the Centre must fill in fully the hiring form, sign and date it.

Opening and closing the Centre

If required a member of staff will open and close the Centre and the cost of this service could be included in the rental charge.

Rules and regulations

From the Hiring Form previously filled in by the Hirer the facilities that will be required will have been identified and agreed. The Hirer should have read before their activity takes place the relevant regulations and procedures leaflet (the Health and Safety Rules, the Letting Regulations) which is enclosed.

Fire evacuation procedure

IF YOU DISCOVER A FIRE

- 1 Remove anyone immediately in danger from the room
- 2 Operate the nearest fire alarm
- 3 Call the fire brigade, dial 999
- 4 Close all doors and windows
- 5 Attack the fire with the appropriate equipment but without taking any personal risk.

On hearing the fire alarm

- 1 Leave the building by the nearest exit
- 2 The Hirer should try to ensure that all their guests have left the building but without taking any personal risk
- 3 All persons must assemble at the front of the building
- 4 No person shall re-enter the Centre under any circumstances

The responsibilities of the hirer with regard to Health and Safety Legislation

- 1 Hirer should ensure that no fire exits are blocked
- 2 Hirer must ensure that any of their helpers who may use, for example, the kitchen and its equipment, are competent to do so

Please sign below to confirm you have been advised of the above

Hirer

Date

On behalf of Morton Community Centre

.....

Date