



10 Maurepas Way, Waterlooville, Hampshire, PO7 7AY  
Tel: 023 9225 6823

# Private Booking Form

(subject to management verification)

Name			Date of hire:	
Address				
Email:				
Tel No:		Hours From		Hours To:
Purpose of hire			Deposit	
			Balance	

Room(s) required <i>Please tick</i>	Kings Hall <input type="checkbox"/>	Queens Hall <input type="checkbox"/>	York <input type="checkbox"/>
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Additional Equipment required:

Stage required £20	Yes / No	Television Hire £30	Yes / No
Bar required	Yes / No	Speaker System £30	Yes / No
Kitchen Hire from £25	Yes / No		

Liability insurance	Attached <input type="checkbox"/>	To follow <input type="checkbox"/>	Set up Plan Attached <input type="checkbox"/>
Bond deposits	Attached <input type="checkbox"/>	To follow <input type="checkbox"/>	

*£50 cash Bond for private functions    £100 cash for 18<sup>th</sup> to 21<sup>st</sup> Birthdays or Hot Food Buffets*

**Please note that recording CCTV operates in each room, the main reception and corridor for the purpose of public safety and security.**

**I have read and agree to Terms and Conditions as received and understood, including –  
The Law Relating to Liquor Consumption; Cancellation Policy; and GDPR Policy**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Dated

# Fire Safety Procedure and Evacuation Policy

This building is equipped with an up-to-date automatic fire alarm system. Should the alarm bells sound please observe and follow the procedures detailed below:

1. Marshal your group through the nearest **FIRE EXIT** – you are responsible for ensuring that everyone attending your function exits the building as quickly as possible.
2. **DO NOT STOP** to collect personal belongings.
3. The fire **ASSEMBLY POINT** is located at the rear of the building in the car park area marked EFS/Community Centre Car Park and is sign posted accordingly. The fire assembly point at the Asda steps is for **ASDA ONLY**.
4. Please wait at the Assembly Point and do a head count of your guests. Members of staff will check the building i.e. toilets, rooms etc., but you are responsible for submitting your own register of your guests prior to the event.
5. You will be told by either a member of senior management or the Fire Brigade when it is safe to re-enter the building.
6. To preserve the efficiency of the locking system on the Fire Doors and in accordance with the latest Fire Safety guidelines, all Fire Doors are alarmed; the alarms will sound when the doors are opened. Should you wish to use the doors in a non-emergency situation then you should ask a member of staff who will deactivate the doors alarm system.
7. Please do not use the Fire Doors as a means of leaving the building at the end of your function.

**Please inform all your guests where fire exits are located and the procedure should the fire alarms sound.**

Please sign the Fire Safety and Evacuation Procedures as received and understood, retaining a copy for reference.

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Signed

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Dated



## Terms and Conditions for Private Hire

The Association hopes that your event is a success and that your guests enjoy the event and our facilities. We aim to keep rules and regulations to a minimum, but there are certain rules that must be adhered to for the safety and comfort of all Centre users. Please read the following carefully to avoid any misunderstanding. If in doubt, please consult the office staff before your event.

1. CCTV is operation throughout the building except for the toilets. Please ask for copies of our CCTV Policy; our GDPR (Privacy) Policy and our DPIA.
2. **The Bond is non-refundable in the event of cancellation;**
3. Access to hired room(s) is from the agreed hire times only;
4. All rooms have either a standard set-up or no set-up;
5. The Hirer agrees to pay fees on presentation of WACA CIO invoices and overdue invoices will incur 5% interest, monthly;
6. The Hirer is responsible for completing a fire register;
7. The Hirer must leave all room(s) hired in a clean and tidy condition for use by others. **All rubbish and in particular food waste, must be taken away with the Hirer when leaving unless rubbish disposal has been paid for.** If WACA CIO provides catering then any food waste will be disposed of by WACA. If excessive cleaning is required then the bond will not be refunded. This includes the removal of food waste from the toilet sink's pipes.
8. The Hirer is responsible for identifying an adult to act on his/her behalf if he/she is not able to be present;
9. **The Hirer is responsible for ensuring that any materials attached to the main hall walls or partition or York room walls is secured by white tack only; any other form of adhesion, such as Sellotape, double sided sticky tape, Blu tack; is not permitted as these will damage the walls.**
10. The Hirer will be responsible for any damage to equipment, fixtures and walls caused during the period of hire;
11. Any equipment that is "borrowed" by the Hirer – such as extension leads, cables, remote controls, cable guards, scissors etc must be signed for in the loan book. Any equipment not returned at the end of the hire period with be replaced by WACA and the replacement cost deducted from the bond.
12. **The Hirer will be responsible for the supervision of all children under 16 attending the function. Children must not be allowed to run up and down the corridor, access unused rooms including the kitchen, play in the reception area, or use the toilet facilities unsupervised. If WACA staff deem the children to be causing a nuisance or disturbance, then staff will ask the Hirer to control the children. If the Hirer does not do this then the staff reserve the right to immediately stop the event, all attendees will be asked to leave the premises and the bond will be forfeited;**
13. The Hirer will ensure that any DJ hired presents his liability insurance to the office;
14. When hiring room(s) in pursuance of fund-raising or social events this will be treated as Private Hire;
15. **As the Hirer (or the named person nominated) you are responsible for your guests.**

You are reminded that when on these premises it is NOT PERMITTED TO CONSUME ALCOHOL NOT PURCHASED FROM THE CENTRE'S LICENSED BAR. TO DO SO WILL JEOPARDISE OUR PREMISES LICENCE AND THAT OF THE PERSONAL LICENCE HOLDER.

Any alcohol being brought into the Centre by way of a gift, or similar, must be surrendered to the duty bar person for collection at the end of the evening.

Any evidence of alcohol (including empty alcohol bottles) found on the premises that was not purchased from the Centre's bar will result in the refundable security bond being retained and any alcohol confiscated until the end of the evening. There are no exceptions.

You are also reminded that recording CCTV is active throughout the building and will be used to verify the consumption of any illegally consumed alcohol on the premises.

16. Bookings will only be accepted from persons over 21 years old, if users under 21 years old then two responsible adults over the age of 25 must be present at all times;
17. For hire periods ending at midnight, where a bar is requested, last orders will be taken at 10:50pm, time will be called at 11.00pm followed by a 20 minute drinking up period; after which all glasses, whether empty or not, will be removed in accordance with the Licensing Laws;
18. **Any disco is to finish playing by 11.30pm** and all guests must vacate the premises by midnight. Broadcasting this information, at the appropriate time, would be appreciated;
19. If a request is made by WACA CIO staff to reduce the noise levels the Hirer must comply. The staff reserve the right to switch off the electrical supply to equipment and it may not be reinstated;
20. WACA CIO will **not** be liable if equipment is damaged as a result of the above;
21. **Smoke or Bubble machines, table confetti or confetti filled balloons are not permitted;**
22. Stripograms or similar inappropriate entertainment is **not** permitted on the premises;
23. It is the responsibility of the Hirer to ensure that all rooms hired will be used in such a manner so as **not** to interfere with or adversely affect the enjoyment of others using the premises.
24. Smoking is **not** permitted in the building and this includes e-cigarettes.
25. WACA CIO cannot accept liability for loss or damage to personal belongings or vehicles parked in the Centre's car park. All vehicles are left at Owner's Risk;
26. **WACA CIO reserves the right to refuse a booking or end a booking without notice, and without incurring any liability to the Hirer – please see Clause 11;**
27. CCTV is in operation throughout the building and is for the safety of staff and centre users;
28. Contravention of any of these Terms and Conditions will render any agreement to hire invalid.
29. All rubbish must be taken away by hirer at the end of a booking.

Please sign these Conditions of Hire as received and understood, retaining a copy for reference.

# Liquor Consumption

The Association provides a fully stocked bar from which guests are able to purchase alcohol or soft drinks for consumption on the premises. The Trustee's would like you to enjoy the Centre's facilities, including the consumption of alcohol.

**However, as the Hirer (or the named person nominated) you are responsible for your guests. You are reminded that when on these premises it is not permitted to consume alcohol not purchased from Centre's licensed bar. Any alcohol being brought into the Centre by way of a gift, or similar, must be surrendered to the duty bar person for collection at the end of the evening.**

**Any evidence of alcohol (including empty alcohol bottles) found on the premises that was not purchased from the Centre's bar will result in the refundable security bond being retained and any alcohol confiscated until the end of the evening. There are no exceptions. These restrictions are also covered in our Standard Terms and Conditions, item 13.**

**You are also reminded that recording CCTV is active throughout the building and will be used to verify the consumption of any illegally consumed alcohol on the premises.**

As party organiser, or the nominated named person, you are also reminded that the following are chargeable offences:

1. To obtain intoxicating liquor for the consumption by an underage person;
2. For aiding an intoxicated person to obtain alcohol;
3. To obtain alcohol for an intoxicated person;
4. Failing to leave a bar or premises when requested to do so when drunk, violent, quarrelsome or disorderly;
5. To be found drunk on any highway or public place, being a building or not or any licensed premises.

Should there be a need to deal with anyone causing a disturbance then Centre personnel will not hesitate to request Police assistance, which could also cause the Centre's alcohol licence to be revoked. Our Staff will refuse to serve anyone who is, or appears to be intoxicated.

Please respect our neighbours at all times when leaving the premises.

# **Cancellation Policy**

## **Private and Regular Hire**

The Association reserves the right to cancel any hiring, whether casual or regular, at any time particularly for maintenance, urgent repairs and/or all-day functions. The Association will endeavour to give one month's written notice.

For all-day functions then written notice will be given by the Association to regular hirers of intention to cancel, but an alternative room(s) would be sought if they are available without additional costs incurred by the hirer in the first instance. Regular hirers would receive a credit against any fee paid if an alternative room(s) is not possible.

We will not be responsible for any loss or expenditure incurred by the hirer, their members or guests as a result of cancellation.

### **Notice Required – Private Hire**

At the time of booking, all private hirers must pay a cash security bond and a minimum of 10% of room hire charges to secure the date and time of the event. If the event is cancelled for whatever reason, and regardless of timescale between cancellation and the event, then the bond is retained by the Association. Any other room hire charges paid will be refunded at the rates given below:

More than 3 months' notice before the event date then 100% of room hire charges paid will be refunded;

Less than 2 months' notice before the event date then 50% of room hire charges paid will be refunded;

Less than 1 months' notice before the event date then no refund will be given.

### **Notice Required – Regular Hire**

For all regular hire, the Association requires one month's written notice of a booking termination. If less than one month's notice is given then one month's hire charge will be levied.

For cancellation of a one-off class or group then notification one month's written notice must be received by the office, either by letter or email ([angela@waterloovillecommunity.org.uk](mailto:angela@waterloovillecommunity.org.uk)). If less than one month's written notice is given then room hire will be chargeable.

# GENERAL DATA PROTECTION POLICY

## (GDPR)

### A) INTRODUCTION

We may have to collect and use information about people with whom we work. These may include members, current, past and prospective employees, clients, and suppliers. This personal information must be handled and dealt with properly, however it is collected, recorded and used, and whether it be on paper, in computer records or recorded by any other means, and there are safeguards within the Data Protection Act 1998 to ensure this.

We regard the lawful and correct treatment of personal information as very important to our successful operation and to maintaining confidence between us and those with whom we carry out business. We will ensure that we treat personal information lawfully and correctly.

To this end we fully endorse and adhere to the Principles of Data Protection as set out in the Data Protection Act 1998.

#### 1. The principles of data protection

The Act stipulates that anyone processing personal data must comply with **Eight Principles** of good practice. These Principles are legally enforceable.

The Principles require that personal information:

- a) shall be processed fairly and lawfully and in particular, shall not be processed unless specific conditions are met;
- b) shall be obtained only for one or more specified and lawful purposes and shall not be further processed in any manner incompatible with that purpose or those purposes;
- c) shall be adequate, relevant and not excessive in relation to the purpose or purposes for which it is processed;
- d) shall be accurate and where necessary, kept up to date) shall not be kept for longer than is necessary for that purpose or those purposes;
- f) shall be processed in accordance with the rights of data subjects under the Act;
- g) shall be kept secure i.e. protected by an appropriate degree of security;
- h) shall not be transferred to a country or territory outside the European Economic Area, unless that country or territory ensures an adequate level of data protection.

The Act provides conditions for the processing of any personal data. It also makes a distinction between **personal data** and **“sensitive” personal data**.

Personal data is defined as data relating to a living individual who can be identified from:

- a) that data;

- b) that data and other information which is in the possession of, or is likely to come into the possession of the data controller and includes an expression of opinion about the individual and any indication of the intentions of the data controller, or any other person in respect of the individual.

Sensitive personal data is defined as personal data consisting of information as to:

- a) racial or ethnic origin;
- b) religion or other beliefs;
- c) trade union membership;
- d) physical or mental health or condition;
- e) sexuality;
- f) criminal proceedings or convictions.

## **2. Handling of personal/sensitive information**

We will, through appropriate management and the use of strict criteria and controls:

- a) observe fully conditions regarding the fair collection and use of personal information;
- b) meet our legal obligations to specify the purpose for which information is used;
- c) collect and process appropriate information and only to the extent that it is needed to fulfil operational needs or to comply with any legal requirements;
- d) ensure the quality of information used;
- e) apply strict checks to determine the length of time information is held;
- f) shall be accurate and where necessary, kept up to date;
- g) shall not be kept for longer than is necessary for that purpose or those purposes;
- h) shall be processed in accordance with the rights of data subjects under the Act;
- i) shall be kept secure i.e. protected by an appropriate degree of security;

In addition, we will ensure that:

- a) everyone managing and handling personal information understands that they are contractually responsible for following good data protection practice;
- b) methods of handling personal information are regularly assessed and evaluated;

All members of staff are to be made fully aware of this policy and of their duties and responsibilities under the Act.

All managers and staff must take steps to ensure that personal data is kept secure at all times against unauthorised or unlawful loss or disclosure and in particular will ensure that:

- a) paper files and other records or documents containing personal/sensitive data are kept in a secure environment;
- b) personal data held on computers and computer systems is protected by the use of secure passwords, which where possible have forced changes periodically;
- c) individual passwords should be such that they are not easily compromised.

All contractors, consultants, partners or Directors must:



- a) ensure that they and all of their staff who have access to personal data held or processed for or on behalf of us, are aware of this policy and are fully aware of their duties and responsibilities under the Act. Any breach of any provision of the Act will be deemed as being a breach of any contract between the Company and that individual, company, partner or firm;
- b) allow data protection audits by us of data held on our behalf (if requested);
- c) indemnify us against any prosecutions, claims, proceedings, actions or payments of compensation or damages, without limitation.

All contractors who are users of personal information supplied by us will be required to confirm that they will abide by the requirements of the Act with regard to information supplied by us.

### **3. Implementation**

The Data Protection Act 1998 requires every data controller who is processing personal data, to notify and renew their notification, on an annual basis. Failure to do so is a criminal offence.

### **4. Disposal**

The Company has an obligation to dispose of personal data in way that protects the rights and privacy of those whom are the data subjects. Personal data will be destroyed utilising methods to reduce the risk of it being recovered again such as shredding, pulping or burning. While awaiting destruction, disclosure information will not be kept in any insecure receptacle (e.g. a waste bin or confidential waste sack).

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### Guest List

This list acts as a fire register and is to be completed by the hirer and returned two weeks before the event

Name of Hirer \_\_\_\_\_

Date of Event \_\_\_\_\_

<b>Guest</b>	<b>Surname</b>	<b>Forename</b>	<b>Over 18</b>	<b>Under 18</b>
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