



## Romsey Mill 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's felt that the activity planned is conflicting with the principle aims of the Mill itself.**

Date (s) Required:.....

Contact Name/Individual Name.....

Organisation/Group name (if applicable).....

Address.....

.....Post Code.....

Telephone Number.....Email.....

Purpose of hire.....

*Minimum length of hire = 1 hour. After one hour the minimum hire length can be in half hour intervals e.g. 2 1/2 hours. Setting-up and clearing-up time must be paid for (this should be a minimum of half hour either side of your booking)*

Setting-up start time..... Clearing-up end time.....

Event Start time.....Event Finish time.....

Facilities required (Please circle)

- |             |                |               |                 |
|-------------|----------------|---------------|-----------------|
| Sports Hall | Community Hall | Jordan        | Activities room |
| Phenna      | Rose           | Creative Arts |                 |

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

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 preceding the hire to be inducted to the facilities and collect keys

Signed..... Date.....

# ROOM HIRE RATES MAY 2017



**Facilities – All rooms have wireless internet access**

	Size/Capacity	Facilities	Local Rate	Community Rate	Commercial Rate
Sports Hall	16m x 10m 200 (T)	Basketball hoops Gym mats Fold up chairs Fold up tables	£23.50 p/hr £28.50 including Activity Rm £35.50 including Jordan	£28.50 p/hr £35.50 including Activity Rm £42.50 including Jordan	£34.50 p/hr £40.50 including Activity RM £50.50 including Jordan
Community Hall	10m x 7.5m 50 (T)	Kitchen Facilities Children's toilets Chairs & Tables Hot water on tap	£15.00 p/hr	£18.50 p/hr	£22.00 p/hr
Jordan Room	10m x 5m 40 (T)	Kitchen facilities Microwave Projector & Screen	£20.50 p/hr	£22.50 p/hr	£28.50 p/hr
Activities Room	Seats 9	Kitchen Facilities Cooker Fridge/Freezer Cooking Equipment	£8.50 p/hr	£10.25 p/hr	£14.75 p/hr
Phenna	6m x 4m 21 (T) 15 (B)	Smart Board & Projector Flip Chart Tables & Chairs Hearing Loop	£14.50 p/hr	£18.00 p/hr	£21/50 p/hr
Rose	4m x 3m 15 (T) 10 (B)	Tables & Chairs Flip Chart Hearing Loop	£7.50 p/hr	£10.75 p/hr	£14.75
Creative Arts	6m x 4m Seats 15	2 x sofas Tables	£14.50 p/hr	£18.00 p/hr	£21.50 p/hr

(T) = Theatre style seating      (B) = board room style seating

**Room pictures may be viewed at [www.romseymill.org](http://www.romseymill.org)**

Rooms at Romsey Mill are available for hire at hourly rates in three price bands

**Local rate** applies to registered Charities and residents of Romsey Ward who wish to use the facilities for non-profit activities.

**Community Rate** applies to Cambridge residents or not-for-profit organisations that are based in the city of Cambridge.

**Commercial Rate** applies to commercial companies or groups running activities which aim to make a profit.

## Booking Conditions

The room hire must only be used for purposes stated on the application form and the hirer may only enter the building at the times agreed on the booking form.

### Keys

Keys must be collected on the day before the hire, on a Friday if at the weekend 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, turning off all lights, setting the alarm and **returning the keys in person in the next working day after hire before 12 noon.**

### Fire & Safety regulations

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 case of fire. If costs are incurred by management due to misuse of fire equipment, these will be charged to the user.

### Caretaking

Hirers must tidy up, put away tables and chairs in their correct places and sweep & 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. Damage & Breakages will be charged at replacement costs. Please respect local residents when leaving the building, especially in the evenings. External or internal decorations can only be erected with permission approved by the booking administrator with non damaging fixings e.g. 'masking tape'

### Liability

Romsey Mill does not accept liability for damage to /or loss of property, or personal injury not caused by negligence of the management. All cancellations require 2 weeks notice, less notice of cancellation will incur the full hire free. In cases of extreme weather conditions or closure of the Mill due to management, no fee will incur and a refund given of any money paid.

### Financial conditions

For One-off bookings a separate £25 returnable deposit made payable to "Romsey Mill" must be paid to secure the booking date. 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 in cash/cheque two weeks prior to the booked date.

### Prohibition

Alcohol and smoking are both prohibited. Smoke and bubble machines are also not permitted. Refreshments are also not to be consumed within the Sports Hall.

### Equipment use

Bouncy castles may be hired by the hirers though remains the responsibility of the hirer. By prior arrangement 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.

### Conditions of hire

Romsey Mill reserves the right to refuse hire or cancel with or without notice any agreed hire, if in their opinion, such use could be detrimental to the fabric of the building or it's contents, or inimical to the Christian purpose of the building.

**Child protection**

All regular groups involving children (under 18) are asked to submit their Child Protection Policy and a completed risk assessment form (form provided by Romsey Mill) to the bookings officer at the time of booking. A copy of Romsey Mill's Child protection policy can be provided to new start - up groups which must be read and signed to confirm compliance. The individual named on the booking form is also responsible for ensuring that the correct ratio of adults to leaders is adhered to at all times.

**Hours of Hire**

Romsey Mill rooms are available for hire 08:30—21:30 Monday-Sunday. The building will be closed to all hirers over both the Easter and Christmas period, re-opening in the New Year.

Romsey Mill Trust , Hemingford Road, Cambridge CB1 3BZ

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