

St Werburghs Community Centre

Private Events Booking Form



St Werburghs Community Centre is a bustling, inclusive community hub in the heart of Bristol. The Centre provides accessible and affordable facilities to individuals, community groups and voluntary organisations for events, workshops, classes, parties, meetings and much more...



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2010



2013



2016

St Werburghs Community Centre, Horley Road, Bristol, BS2 9TJ

T: 0117 955 1351 E: office@stwerburghs.org.uk

www.stwerburghs.org.uk

Hire Rates and Services



Rates per hour from 1st April 2023

| Room Number | Statutory & Private | Members* | Private Event | Children's Party*** |
|----------------|---------------------|----------------|----------------|---------------------|
| Room 1 Hall | £34.00 | £18.00 | £36.00 | £24.00 |
| Room 4 Kitchen | £27.00 | £17.00 | £27.00 | £17.00 |
| Room 6 | Please enquire | Please enquire | Please enquire | N/A |
| Room 7 & 8 | £20.00 | £16.00 | £24.00 | £18.00 |
| Room 9** & 12 | £24.00 | £17.00 | £29.00 | £24.00 |
| Room 10** | £20.00 | £15.00 | £18.00 | £18.00 |

* Member's discount does not apply to hire for parties or gatherings.

** Rooms 9 and 10 have a soundproof foldable wall and can be booked as one larger space for up to 60 people.

***Children's parties are only available up until 6pm. Parties for under 18s can only be booked within those hours.

Service charge: There is an additional service charge of £25 should your event involve more than fifty people.

All bookings: Please include your set up time and clear up time within your booking.

Room dimensions:

Main building:

Room 1: 13.5 x 7.5m

Room 6: 7.5 x 2.2m

Room 7: 7.5 x 6.3m

Room 8: 7.5 x 7.5m

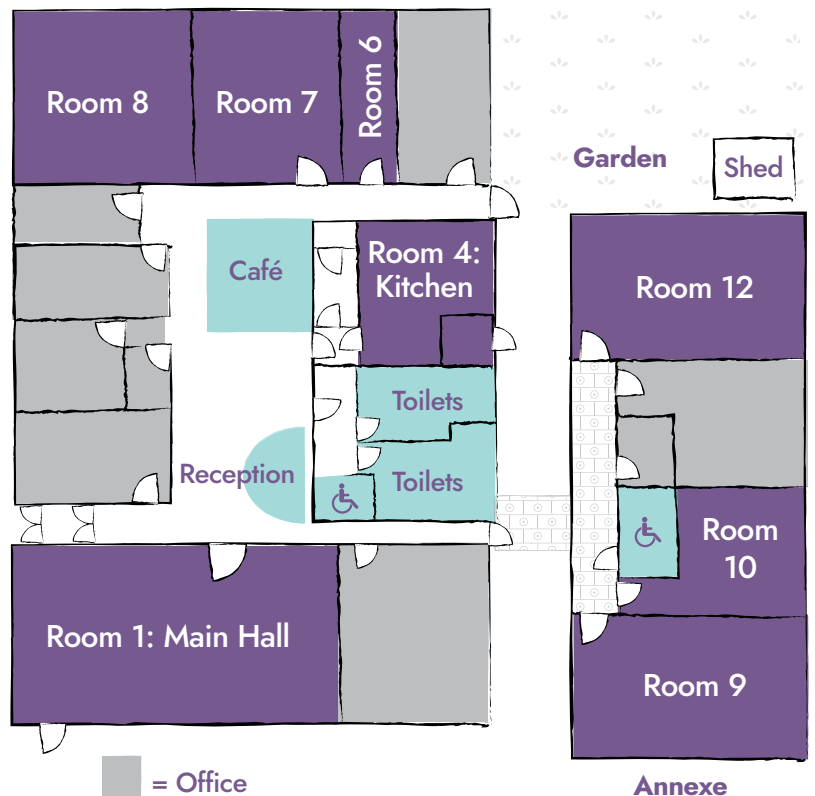
Annexe:

Room 9: 10 x 5.8m

Room 10: 6 x 6.8m

Room 12: 10 x 5.8m

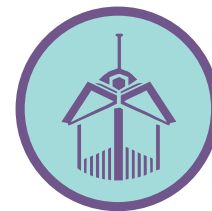
Main Building



www.stwerburghs.org.uk

Registered Charity No: 1074495
Company Limited by Guarantee No: 3713212

Hire Rates and Services



Hire Times

- **Monday to Thursday:** 9am to 10pm
- **Friday and Saturday:** 9am to midnight
- **Sunday:** 9am to 11pm (parties and gatherings must end by 8pm)

Please contact the Centre if you would like to discuss alternative requirements.

Extras

- **Refreshments:** £1.20 per person per serving (selection of teas, coffees and biscuits).
- **Urn hire:** £10 – please bring your own cups where possible.
- **Lunch:** through [Neck of the Woods](#) caterers, please ask for a booking form. Lunch from £5.50 per person.
- **Laptop:** £15
- **Projector:** half day: £12.50, full day: £25
- **Flipchart stand:** £2.50 and £10 to include pens and paper
- **Scanning:** 25p per page/scan.
- **Staffed bar:** please enquire with a member of staff.
- **Storage space:** rent a shelf in our storage shed prices start from £5 per month.
- **Bouncy castle:** please contact [Bristol Fun For Hire](#) for prices 0117 329 0403.

Deposits

- Private Parties: £100
- Children Parties: £25
- Funerals: £50
- Baby blessings: £50

Photocopying*

- 10p per side of A4 black and white
- 20p per side of A4 colour
- 20p per side of A3 black and white
- 40p per side of A3 colour

Printing*

- 20p per side of A4 black and white
- 40p per side of A4 colour
- 40p per side of A3 black and white
- 80p per side of A3 colour

*Please note, we are not always able to help with printing immediately. During busy times there will be a wait.



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Booking Form

First name: Last name:

Event Title:

(This will be displayed at Reception when you arrive at the Centre.)

Contact details

Address:

..... Post code:

Telephone: E-mail:

Please tick this box if you wish to be added to our Centre mailing list. We send occasional newsletters about events, projects and the services we offer.

Event date: Time (start and end time)

(Please include your set up and clearing time within your booking. You will need to leave the room as you found it.)

Room number, if known, or area required:

If you require kitchen use please also book in advance.

Purpose of the event: Expected number of participants:

Equipment required: Projector Urn Flipchart
 Flipchart with paper and pens Tables and chairs

(We ask customers to set up equipment with the assistance of the manager on duty.)

Refreshments required: Yes No

I have read and accept the Terms and Conditions of Hire on pages 5 and 6. *(Please tick)*

Signed: Name: Date:

St Werburghs Community Association collects data in accordance with the Data Protection Act 2018.



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Terms and Conditions of Hire



Deposit and hire charges

Your booking will not be secured until your deposit has been received: £100 for functions, £25 for children's parties and £50 for funerals or baby blessings.

Your deposit will be held at the Centre and can be collected over the phone or in person after you booking and during office hours (Mon - Fri 10am - 4pm).

Deductions will be made for:

- Additional cleaning costs: customers must satisfy cleaning checklist after event (see p8).
- Cost of repairs to the building or contents as a result of booking.
- Additional time, at the hourly rate.
- Storage of equipment.
- Failure to leave the premises by the 12am midnight curfew (Fridays and Saturdays only) or by the 11pm curfew (Sundays).

Please note: These curfews help keep disturbance to local residents to a minimum. You will be charged **£50 per hour** after the curfew time if your group fails to leave the premises by the 12 midnight (Friday and Saturday) or 11pm (Sunday) curfew.

- Deposit and hire fees must be paid **at least two weeks in advance.**

Cancellation policy

We have a two-week cancellation policy. To avoid a full charge, cancel before this by emailing office@stwerburghs.org.uk.

Responsibilities of hirer

1. **Supervision:** The Hirer shall, during the period of hiring, be responsible for the supervision of the premises, protection of the building and contents, safety from damage or change of any sort, and the behaviour of all persons using the building.
2. **Safeguarding:** Children must be supervised at all times.

Please note it is the responsibility of the Hirer to ensure Safeguarding of Children and Adults at Risk (vulnerable adults) on our premises when they attend your event, and to communicate that to their parents and carers. St Werburghs Community Centre is an open access public building and we advise that you ask the parents and carers to drop the Children or Adults at Risk to the hired room at the Centre to ensure their safety at all times. Please re-assess all risks appropriately on arrival in the building.

You can find our Safeguarding Policy and Risk Assessment on our website:

stwerburghs.org.uk/policies-and-documents

continued overleaf 



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Terms and Conditions of Hire



3. **Insurance:** St Werburghs Community Association has insurance for the fabric of the building, its own equipment, staff, volunteers and users (where the fault lies with the association). Any equipment brought into the building is not covered and is the hirers' responsibility. The hirer shall be responsible for health and safety, PAT testing and/or compliance of their own equipment, and have an appropriate insurance against third party claims which may occur while using the building.

4. **Fire procedures:** The Hirer shall be responsible for informing their group of the Centre's emergency Fire Action Procedures (p7).

5. **Equality and diversity:** The Hirer shall not in any of its activities discriminate on the grounds of race, gender, sexual orientation, age, disability, marital status, pregnancy and maternity, religion or political beliefs.

SWCA promotes equality of opportunity and believes in challenging discrimination of all kinds. We have a zero-tolerance policy towards rude, discriminatory and abusive behaviour against our staff, volunteers, users and members. If you experience or witness inappropriate behaviour, please tell the member of staff on duty. What you say will be recorded and investigated. You can view our Equality and Diversity Policy here:

stwerburghs.org.uk/policies-and-documents

6. **Preparation and clearing up:** the booked time must include preparation and clearing up time.

7. **Recycling:** the hirer is responsible for recycling appropriately all waste with the brushes and bags provided. These need to be segregated and disposed into our outdoor bin store. No littering in and around the Centre. Rooms should be left in the state in which they were found.

A staff member will provide cleaning materials where necessary.

8. **Parking:** the hirer shall be responsible for the supervision of car parking so as to avoid any obstruction. Do not park in the Disabled Bays unless permitted. Parking on New Gatton Road is advised.

9. **Noise:** please respect our neighbours. Any functions booked at the Community Centre must remain within the building and not taken out onto the surrounding streets.

10. The use of open flames and fireworks are forbidden on the premises.

11. No alcohol is to be brought onto the premises without management consent. A bar can be provided by prior arrangement. The Centre has a license for the sale of alcohol and reserves the right to prohibit external suppliers.

12. The management reserves the right to cancel any hiring, where necessary.

13. The capacity of all rooms is limited; the Public Entertainment Licence limits the Main Hall to 150. Other rooms vary from 20 to 60 people. Some events may require a TEN licence.



Fire Procedures



On discovering a fire

Make sure that your group leaves the building **IMMEDIATELY**, maintain silence and inform a member of staff.

Operate the nearest Fire Alarm point immediately (situated at each exit).

Ensure that the Fire Brigade is called by lifting external phone and dialling 999, or alerting a member of staff.

Attempt to extinguish with the nearest suitable fire appliance.

Do not attempt if the fire has reached such proportions as to endanger life or escape.

Vacate the building and do not re-enter until a Fire Officer gives a clearance.

On hearing the alarm

Close all doors and windows and proceed by the shortest available route to the assembly point which is at:

BICKNELLS CAR PARK – OPPOSITE THE CENTRE’S FRONT ENTRANCE

General points to remember

Only use the fire extinguisher to put out a small fire (such as a waste paper bin), or for self-protection.

NEVER try to put out a bigger fire – you can pass out after breathing only three lungfulls of smoke.

If you are in a room when there is a fire and can't get out, use an extinguisher for self-preservation. Smoke rises so breathe as closely to the ground as possible, or up against a wall.

There are three types of extinguishers in St Werburghs Community Centre.

TO USE EXTINGUISHERS, pull out the safety pin, point the nozzle at the base of the fire and squeeze levers.

With fire blankets, make sure you make a barrier between you and the burning object with the blanket, taking care to cover your hands and arms, and then carefully place the blanket over the burning object.

ALWAYS keep internal doors closed – never prop open. This will contain a fire. A fire can spread through a room in three minutes.

NEVER open a door to a room where you see a fire and/or smoke.

NEVER smoke in the building.



Cleaning Checklist



In order for us to return your deposit, all the following tasks need to be completed to our standards.

Your deposit is dependent on these boxes being ticked.

- Have all the tables been cleaned and wiped with a cloth?
- Have the floors been swept or vacuumed?
- Have the chairs been stacked safely up against one wall?
- Have the bins been sorted into recyclable waste and emptied into the large wheely recycling and general waste bins situated by the bike shed?
(We can provide recycling and black bin bags)
- Have all the decorations been removed, including tape, blu tak, balloons, etc?
- Have the tables been moved back to where they live?

Compliments and Complaints

We value your feedback. We take complaints seriously and treat them as an opportunity to develop. This is why we are always grateful to hear from people willing to take the time to help us improve. Full Complaints Procedure can be found here on our website:

www.stwerburghs.org.uk/policies-and-documents



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How to Find Us



St Werburghs Community Centre
Horley Road, St Werburghs, Bristol, BS2 9TJ



Bus service 25 runs close by the Community Centre. It links Broadmead, St Paul's, Eastgate and Horfield Common, with some journeys starting or terminating at Southmead Hospital.

Services 24, 48 and 49 run on Stapleton Road/Warwick Road. It is a short walk (5-10 minutes) across the bridge over the M32.

Please check services with local providers before your journey as changes may have been made to the bus routes.



Cycling Route number 8 passes just south of the centre on the other side of the motorway, so access to the Centre from the route is available via the footbridge or by the Junction 3 underpass.



The closest station is Stapleton Road Railway, which provides services hourly to Gloucester and Westbury and provides a local service (the Severn Beach Line) between Bristol Temple Meads and Avonmouth. This is an 8 minute walk away.



Both from the city centre and from outside Bristol, the area as a whole is easily accessed via the M32 Junction 3. In Bristol links north to Montpelier/St Andrews, Horfield and Filton are accessible via Ashley Hill or Muller Road and links south are easily accessible through St Phillip's Causeway.

Our main entrance is off Horley Road. The rear entrance can be accessed via Gatton Road.



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