



**WALBERTON PARISH COUNCIL**  
**INCLUDING FONTWELL AND BINSTED**  
Parish Council Office, The Pavilion, The Street,  
Walberton, Arundel, West Sussex, BN18 0PJ  
Tel: 01243 554528  
email: [clerk@walberton-pc.gov.uk](mailto:clerk@walberton-pc.gov.uk)  
[www.walberton-pc.gov.uk](http://www.walberton-pc.gov.uk)

## Fontwell Community Centre – Booking Form

GDPR – data protection. Walberton Parish Council takes data protection seriously. We will only ask for specific details relevant to safeguard the security of your hire and our premises, these details will be securely and electronically stored on the Parish Councils system for a period as prescribed by our legal requirements

Please indicate which category of hirer you are by ticking the appropriate box

Charity, Charitable activity Proof of charity commission details required or description of event, to qualify for this rate	£10 hr.	
Commercial, Family gatherings/Parties, Group Meetings	£20 hr.	

Please state the purpose, the date & time of the hire:

Date & Hire Period:

There is a damage deposit of £50 to be paid at time of booking, to confirm the booking, date and time.

The keys can be collected from the Parish Council Office at the Pavilion, Walberton during normal office hours (Tuesdays and Thursdays, 9am to 12 noon), or they can be collected from Centre Manager (Richard Riordan, 20 Connemara Crescent, Fontwell), at an agreed date & time. They should be returned at the next available office time after last use, or direct to the Centre Manager as previously agreed.

The use of a bouncy castle is only allowed if evidence of public liability insurance is provided, before the hire commences.

**Walberton Parish Council Bank details for your payment:**

Account name: SLA Walberton Parish  
Account number: 24326186  
Sort code: 60-05-24 (NatWest)  
Reference to use should be: **FontCC** (followed by your name)

I hereby undertake and agree to indemnify the Parish Council from and against all liability for injury (including death), damage, loss, costs and expenses which may arise as a result of this permission, provided always that such liability shall not extend to personal injury caused by the act or neglect of the Parish Council.

I agree to these terms of use and confirm that I have read and agree to the Terms and Conditions:

Name (please print):  .....	Signed:  .....
Email:  .....	Tel No:  .....
Address:  .....	Postcode:  .....
Received by WPC:  Name: .....	  Date .....

# Fontwell Community Centre

## Booking Terms & Conditions

Walberton Parish Council has a policy of maintaining the Centre to a high standard for the enjoyment of all users and these Terms & Conditions are intended to ensure this is achieved

### Summary

#### Terms & Conditions in five steps

1. You must book the centre and only use it at the booked times
2. Treat the centre with respect
3. Advise management of any issues or damage
4. Everything you take in – take away with you
5. Leave the building secure and as you would wish to hire it.

### General Information

- Use of the centre is restricted to the times specified in the Booking Confirmation Form. This needs to include time for setting up and clearing away. The Centre is closed between bookings
- The centre key is available once booking is confirmed, and the damage deposit paid.
- There is disabled access to the building and adapted wc facilities for those with mobility issues.
- Car Parking – the centre has parking for 8 cars, DO NOT park on the estate road, if you have more cars please park on Arundel Road, which is outside the estate and fronting the building
- The centre is located in a residential area, hirers are asked to respect this and ensure that noise levels and disturbance are kept to a minimum
- The centre has a capacity of 70 people seated in Theatre style
- The centre is not licensed for the sale of alcohol, the sale of alcohol at private functions is NOT PERMITTED
- Walberton Parish Council reserves the right to cancel ANY hire at any stage if there is a clear breach of the Terms & Conditions. Walberton Parish Council will not be responsible for any expenditure or loss due to the cancellation.
- Please note: A charge of 50% of the hire charge will be made if the hire is cancelled within 7days of the hire commencing. All cancellations to be made to [clerk@walbertonparishcouncil.gov.uk](mailto:clerk@walbertonparishcouncil.gov.uk)

### Health & Safety

- It is the intention of Walberton Parish Council to comply with all Health & Safety Legislation and to act positively to prevent injury, ill health or any danger arising from its activities and operations
- Employees, Hirers and visitors are expected to recognise it is their duty to comply with all safety requirements set out in these Terms & Conditions, and with any safety notices on the premises. It is further required that they will do everything they can to prevent injury to themselves and others, whilst on the premises.
- Hirers are responsible for carrying out their own Risk Assessment and documenting it accordingly.

- If in doubt please refer to the Health & Safety section of the Instructions and Guidelines Folder, which can be found in the centre
- For Accidents & Emergencies please follow the signage in the premises or in the Instruction & Guidelines Folder. The following practices must be followed:
  - All emergency exits must be kept clear, throughout the hire
  - Do not touch any electrical equipment where there are signs of damage, exposure of components or water penetration.
  - Do not work at height without properly secured access
  - Do not attempt to carry or empty the urn whilst hot, let it cool
  - Report any evidence of damage or faults to electrical equipment or to the fabric of the building to the Centre Manager or [clerk@walbertonparishcouncil.gov.uk](mailto:clerk@walbertonparishcouncil.gov.uk)

### Use of the Facilities

- Notify the centre manager of any issues immediately
- Clear up any spillages immediately and report them to the centre manager
- The use of all centre equipment is included in the hire rate for the centre  
The heating is programmed, but if you need to adjust the temperature, please refer to the Centre Instructions and Guidelines folder (in the Kitchen)
- Do not staple, pin, or use strong adhesive to adhere decorations to any part of the premises
- Bouncy Castles/or similar – users must ensure they have adequate insurance for the use of this equipment

### Clearing Up

- Cleaning equipment is available in the cleaners sink store, next to the car park door. Please return all equipment to the store.
- Please clear away all decorations, unwanted food, paper etc. Follow the instructions in the Centre Instructions and Guidelines Folder
- Please return all centre catering equipment to its allocated space, cleaned, dried and in a condition to be safely used by the next hirer
- Return chairs to the storeroom, stacked no higher than 8 chairs. Tables to remain in the main Hall.
- Turn out all lights in the main hall and Kitchen, all other lights are PIR
- Empty the Fridge/Freezer of all your food and drinks and take them with you.

### Disposal of Waste

- Hirers are encouraged to take their waste with them when they leave, this helps reduce the centres costs, however there are general waste and recycling bins in the outside bin store next to the car park
- If using the kitchen bin, ensure it has a liner inserted before use and that the bin is clean and empty when you leave.
- A cleaning/clear up fee of £25 will apply if there is any waste left on site and not appropriately disposed of.

### Kitchen

- No children (under 16) allowed in the Kitchen without adult supervision
- The use of all kitchen equipment is included in the hire
- Please read the Instructions & Guidelines Folder for operating instructions
- DO NOT TURN OFF THE BOILER SWITCH

- Hirers are expected to provide their own tea towels, wash-ups, carving board & kitchen knives, as these are not provided by the Centre management
- Empty the urn, if you use it
- Mop the kitchen floor before vacating the building

#### Activities involving children

Walberton Parish Council welcomes the opportunity to hire the premises to organisations and individuals, where the main users are children/teenagers. The following requirements are necessary with due regard for Health & Safety and avoiding unnecessary damage to the fabric of the building.

- Children under 16 are not permitted in the kitchen without adult supervision
- Any organisation hiring the premises for children's activities must produce a Risk Assessment and a safe-guarding policy, at the confirmation of hire
- Playing ball games inside the premises is discouraged, but if played **MUST** be supervised by an adult
- Any organisation storing equipment on the premises, **MUST** obtain prior consent as to the location and quantity. Equipment left on the premises is entirely at the owner's risk, being cognisant of other users, Walberton Parish Council takes no responsibility for third party equipment stored on the premises