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ਵਾਹਿਗੁਰੂ ਜੀ ਕਾ ਖਾਲਸਾ ਵਾਹਿਗੁਰੂ ਜੀ ਕੇ ਫਤੇਹ
ਨਿਰਮਾਨ ਸੇਵਕ ਜੱਥਾ ਸਿੱਖ ਹੈਰਿਟੇਜ

Nirman Sewak Jatha Sikh Heritage

11 Summerhill Rd, St George, Bristol. BS5 8HG

Tel: 0117 955 9333 Email: secretary@nirmansewakjatha.org.uk

www.nirmansewakjatha.org.uk



User Booking Agreement

All regular users/hirers **must**:-

- Describe in full the nature and scope of the proposed activities (on booking form on page 5)
- List the names of all staff or volunteers they intend to use in their work. This list must include the applicant (on booking form on page 5)
- Centre users with direct and regular contact with children should also ensure they carry out safe recruitment and training; including Disclosure and Barring Service (DBS) checks (previously CRB checks). A copy should be kept by the community centre if possible.
- Centre users who have concerns about the behaviour of an adult towards a young person should refer to the Centre's Child Protection Policy for information and advice.
- Complete a risk assessment for the usual activities taking place at the community centre (preform attached on page 6).

Conditions of Hire:

1. All invoices should be paid in full in advance of the Hall. Cheques should be made payable to "Nirman Sewak Jatha Heritage Ltd". We also accept BACS payment or you can arrange a standing order with your bank. If there are any errors or adjustments, please discuss with the Centre Co-ordinator as soon as possible and appropriate time will be given to resolve the issue.
2. The hirer **MUST** ensure there is **NO** supply of alcohol on premises
3. Insurance – it is the hirer's responsibility to have the appropriate insurance cover for their activity (i.e. public liability or professional indemnity) and any other insurance that is appropriate for their specific activity. The Community Association's insurance does not provide cover for our hirers and their activities. The Community Association will require copies of these documents.
4. If any additional bookings are required, or there is a temporary increase in hours needed at the centre, please contact the Centre Co-ordinator on secretary@nirmansewakjatha.org.uk as you may be required to fill in a separate Booking Agreement Form and you will be required to update your risk assessment if there is a variation in activities. St George Community Association will not accept liability for accidents/incidents due a lack of, or inadequate risk assessments conducted by regular users.
5. The hirer will inform the centre Co-ordinator in advance, and at regular intervals, of any term dates and holiday arrangements that they have planned for their group/class.



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6. All alternations to bookings, regular or additional, will only be accepted on completion of a new booking agreement or Regular User agreement.
7. Rooms should be left clean and tidy when vacated and the premises left secure.
8. As the centre is situated in a residential area, please ensure that noise is kept as low as possible.
9. The hirer should not use the centre for longer than agreed. If more time is needed for a special event please discuss with the centre co-ordinator.
10. The Hirer shall make no alterations to the lighting, heating, seating, fittings, fixtures or decorations except with the written consent of St. George Community Association.
11. The Hirer shall not transfer this agreement or share the use of the premises, without prior consent of St George Community Association.
12. The Hirer can cancel an individual booking at the Centre giving as much notice as possible. The Association reserves the right to charge for bookings cancelled with less than 48 hours' notice. With relation to sickness, the Centre Co-ordinator should be notified before the scheduled booking. If she is notified of sickness after the event, the Association reserves the right to charge for booking.
13. The Hirer should give four weeks written notice for termination of contract.
14. No Illegal drugs, Smoking, or alcohol is allowed in or outside the community area

General Housekeeping:

1. The Community Association is to ensure that the building is kept neat and tidy. However we do ask that all users of the building take responsibility for tidying away any rubbish and for stacking tables and chairs etc. **Please leave the rooms as you would wish to find them.**
2. If there are any problems, please leave a message in the communications book in the kitchen, or call, text or e-mail and the Centre Co-ordinator will deal with it as soon as possible.
3. Rubbish should be placed in the rubbish bins provided, making sure that any broken glass or sharp objects left for disposal are safely wrapped and left in separate marked bags. Please ensure full rubbish bags are disposed of in the red lidded bins in the carpark.



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Storage: .

1. For health and safety reasons and out of consideration to all users of the building, please ensure that all equipment is put away safely after use or removed from the centre.
2. At the end of the hire agreement, any items stored by the hirers on the Community Centre premises must be removed. If items are not removed after 28 days, they will be disposed of or donated to charity.

Wear and Tear:

1. Any building that is used as much as the centre experiences a large amount of wear and tear. As the building is run as a Registered Charity, we have limited funds, we ask that users work together to ensure that the building is kept in an acceptable condition for future users.
2. Any damage (either accidental or otherwise) caused by any centre user should be reported to the Centre Co-ordinator.
3. The Community Association reserves the right to charge the centre user for a repair or for a replacement as necessary.

Lost Property:

1. We cannot be responsible for items that are left in the centre, but we will do our best to ensure that you can reclaim your property.
2. The building is checked regularly for items that have been left, and lost property is kept in a box in the small room.
3. Any property unclaimed after two months will be passed on to local charity shops.

Accident Book:

1. Accidents occurring whilst at the Centre and its premises MUST be entered into the Community Centre's Accident Book. The Accident Book is located in the first aid box, in the Kitchen next to the phone.
2. We realise that some user groups will have their own Accident Books, which they are required to fill in. However we cannot accept any responsibility for any accidents not logged in the Community Centre's Accident Book.



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Keys:

1. The number of sets of keys is limited for security and insurance reasons.
2. We cannot however ensure that all groups hold a key.
3. If you do not hold a key, please be aware that the people opening and closing the centre for you are community centre unpaid volunteers. Please treat them with respect.

Bookings:

1. The purpose of the Centre is to provide affordable meeting facilities and is available for use provided that a booking has been made.
2. All bookings should be made through the Centre Co-ordinator. This post is only 6 hours a week, therefore users are requested to contact them at reasonable times.
3. The cost of hiring the Centre is reviewed annually by St George Community Association. Current charges are displayed on the website (www.stgeorgecc.co.uk). If the Management Committee decide to increase any hire charges, all users will be given 1 months' notice of this.
4. The Management Committee reserves the right to refuse, cancel or amend any booking giving one month's written notice.

Last updated: July 2016



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USERS BOOKING AGREEMENT FORM

Name _____ Group _____

Contact Address _____

Tel: _____ Mob: _____

E-mail: _____ Day of the week hall required _____

Time hall required from _____ to _____ [Please allow
time for setting up and clearing away]

Description of the nature and scope of the proposed activities _____

List of staff or volunteers _____

Hire Charge per hour £ _____ Method of payment _____



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Declaration

I _____ (Individual's name)

On behalf of _____ (Group name, if applicable)

have read and agree to abide by the conditions of hire and all Policies and Procedures as set by St George Community Association. I acknowledge that the provision of any false information will lead to the refusal or termination of any booking agreement.

I confirm that we have adequate insurance cover for our activity.

Signed (Hirer) _____ Date _____

Signed (Centre Co-ordinator) _____ Date _____

(Two copies are enclosed. Keep one for your own records, and return one copy, along with the completed risk assessment to Nirman Sewak Jatha Heritage, 11 Summer Hill Road, St George, Bristol, BS5 8HG