

VIRGINIA WATER COMMUNITY ASSOCIATION

Charity Registration No. 274809

Application to Hire Community Centre

(Community Centre, Beechmont Avenue, Virginia Water, GU25 4EY)

PLEASE COMPLETE AND RETURN ONE COPY WITH PAYMENT TO TREASURER

Applicant: _____

Address: _____

Tel: _____ E-mail: _____

Booking Day: _____ Date: _____ Time: _____

Booking includes:

Purpose of Booking (*please tick appropriate box*):

Bouncy castle: Yes ☐ No ☐

Member of VWCA? Yes ☐ No ☐

Hire Charge: £ _____

Additional items: £ _____

Total hire fee: £ _____

☐ Private/low risk hire: £5M Public Liability Insurance included

(*underwritten by Ansvar Insurance - see <http://villagehallinsurance.co.uk>*)

☐ Commercial/high risk hire: Hirer must have own Public Liability Insurance £5M minimum.

All paperwork and payments must be received by _____

I have read and understood the safeguarding policy and procedures issued by VWCA.

I have read and agree to abide by the VWCA Community Centre User and Safety Instructions issued to me and nominate as Temporary Safety Officer for the duration of the booking.

I understand that I may not apply for a Temporary Event Notice for the Centre without written permission from the VWCA.

I understand that I may not use on the premises equipment which receives television broadcasts as described on <http://tvlicensing.co.uk/>, unless using my own equipment powered by its internal battery, and for which I hold a relevant licence at home.

I have read and understood the guidance as given on <http://pipa.org.uk/> about the safe use of bouncy castles (*if applicable*).

I would like to join VWCA. (*Please include details*): Yes ☐ No ☐

I agree to have my details on a VWCA mailing list Yes ☐ No ☐

Signed: Date:

*Notes:

1. Payment should be made to Sort Code: 20-02-53, A/c No: 70902861. **PLEASE QUOTE THE INVOICE NUMBER AS A REFERENCE** This completed application form can be scanned or a clear photo taken and emailed to treasurer@vwca.org.uk
2. We prefer payment to be made as above but if you can only pay by cheque, this should be payable to VWCA, and sent to the Treasurer at the Community Centre with the completed booking form attached.
3. Unless requested otherwise, details given will only be used for the purposes of this booking.