



**ROTHER VOLUNTARY ACTION  
COMMUNITY MEETING ROOM**

Old Bank Chambers, Buckhurst Road

Bexhill on Sea  
TN40 1QF

**Booking Details**

<b>ORGANISATION</b>				
<b>RESPONSIBLE PERSON</b>				
Contact Phone Number				
Contact Mobile				
Contact Email				
Postal Address				
Post Code		<b>RVA Member</b>	<b>YES / NO</b>	
<b>DATE(s) REQUIRED</b>				
	<b>8am to 12.30pm</b>	<b>1pm to 4.30pm</b>	<b>4.30pm to 8pm</b>	<b>Total</b>
Sessions required	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Charge is £10 per session for members, £20 per session for non-members				
Session Cost	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
Number of Teas/Coffees Required (all sessions)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tea Coffee Cost @50p per head	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
	<b>Total Charge</b>			£ <input type="text"/>

**Directions**

**PLEASE ENSURE PEOPLE USE THE DESIGNATED ENTRANCE.**

**Please do not disturb the Citizens Advice Bureau. Repeated incidents will lead to refusals on room hire.**

The community meeting room is on the ground floor with access through a door facing Amherst Road. There is a portable ramp if required in side the door and a buzzer which rings in the meeting room. There are toilets, including a disabled toilet, together with a kitchen and is available 9.00am – 10.00pm.

**Agreement and Conditions of Hire**

The organisation hiring the meeting room is responsible for ensuring the following conditions are complied with.

- 1 Nominating a responsible person who will:
  - a. Keep a register of all attendees and informing them of safety procedures and exits in the event of a fire. These procedures are on a sheet in a folder in the meeting rooms.
  - b. That all proper precautions are taken to prevent accidents. If the rooms are used outside normal hours after 5.00pm or weekends a qualified first aid person should be present (first aid kit available in the kitchen)
  - c. Ensure that the meeting room is left clean and tidy with cups and utensils washed and replaced.
  - d. Ensuring that the external doors are left locked at all times.
  - e. Switch off any heating or other electrical appliance that was used for the meeting. A charge of £5 will be made in the event of any appliance left on after the meeting.
- 2 The community meeting room is accessed through the door on Amherst Road using the coded entrance system. The nominated responsible person should contact the RVA office for the current code.
- 3 RVA reserves the right to cancel this agreement for reasons beyond its control and return any booking fee.
- 4 RVA does reserve the right to decline a booking for any reason

**Signed**

Please sign and return by (a) fax to 01424 214524 (b) post as above

email : [rod.davidson@rothervoluntaryaction.org.uk](mailto:rod.davidson@rothervoluntaryaction.org.uk)

RVA USE ONLY

INVOICE		DATE	
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