ROTHER VOLUNTARY ACTION
COMMUNITY MEETING ROOM
Old Bank Chambers, Buckhurst Road
Bexhill on Sea
TN40 1QF

Booking Details

ORGANISATION			
RESPONSIBLE PERSON			
Contact Phone Number			
Contact Mobile			
Contact Email			
Postal Address			
Post Code		**RVA Member**	**YES / NO**
DATE(s) REQUIRED			

	8am to 12.30pm	1pm to 4.30pm	4.30pm to 8pm	Total
Sessions required				
Charge is £10 per session for members, £20 per session for non-members				
Session Cost	£	£	£	£
Number of Teas/Coffees Required (all sessions)				
Tea Coffee Cost @50p per head	£	£	£	£
			Total Charge	£

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 untensils 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 : rvaoffice@btconnect.com

RVA USE ONLY				
INVOICE		DATE		