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Terms and Conditions

CLUBHOUSE BOOKING

PROCEDURE INFORMATION (as at 29-07-2014)

The Souls Clubhouse is a Christian community centre & church

The Mission and Value Statement:

All Souls Clubhouse is a Christian community centre & church serving local people in London's West End.

"We believe in the value of every human being and the importance of giving each individual the opportunity to grow. In partnership with others, we seek to provide high quality services which are accessible to all within the community. Our work is rooted in Christ and aims to express his love."

Bookings for use of Clubhouse facilities are taken on the understanding that hirers understand these Mission and Value Statements and in their activities in our premises do not do anything to compromise our values.

All **bookings** must be made through the office at the Clubhouse, who will confirm the availability of the facilities required and the relevant charge (<http://www.clubhousew1.org/room-hire/>) . All bookings will be provisional until paid. Any alteration to this booking must be communicated to the Office on 020 7255 9753 or at manager@clubhousew1.org at least 48 hours before the booking. All cancelled bookings within the 48 hour limit will be charged at 50 % of the booking value or at full value if not cancelled 48 hours prior to the booking.

We require details of any **advertising** that you may be doing for your event. If the event involves music, food or alcohol we must be informed. We do not possess a regular license for alcoholic consumption.

Child Protection The All Souls Clubhouse regards the safe care and protection of children as of the utmost importance. Groups that hire or use our premises are expected to share this concern and make appropriate provision for the protection of children within their care. All hire groups are expected to adhere to The All Souls Clubhouse Child protection policy. Any hiring groups that work with children specifically will need to show The All Souls Clubhouse a copy of their child protection policy prior to the booking being confirmed.

Adult Protection. As with the Child Protection statement, we consider the protection of vulnerable Adults as vital to the work in the Clubhouse. Leaders of any groups that work with vulnerable groups must be familiar with the Clubhouse Adult Protection policy.

Kitchen This must be pre-approved by the General Manager.

Cover The person named on the form is **your contact person**. Should you have any requests or queries that they are unable to deal with; you can contact the manager (mobile 07888 676608)

Payment must be made in full prior to the booking or the Clubhouse reserves the right to cancel. Hirers are liable for any damage caused to the premises and/or equipment. A **deposit** may be required in certain instances to cover this.

Cleaning Hirers are responsible to ensure that all areas are returned to the condition in which

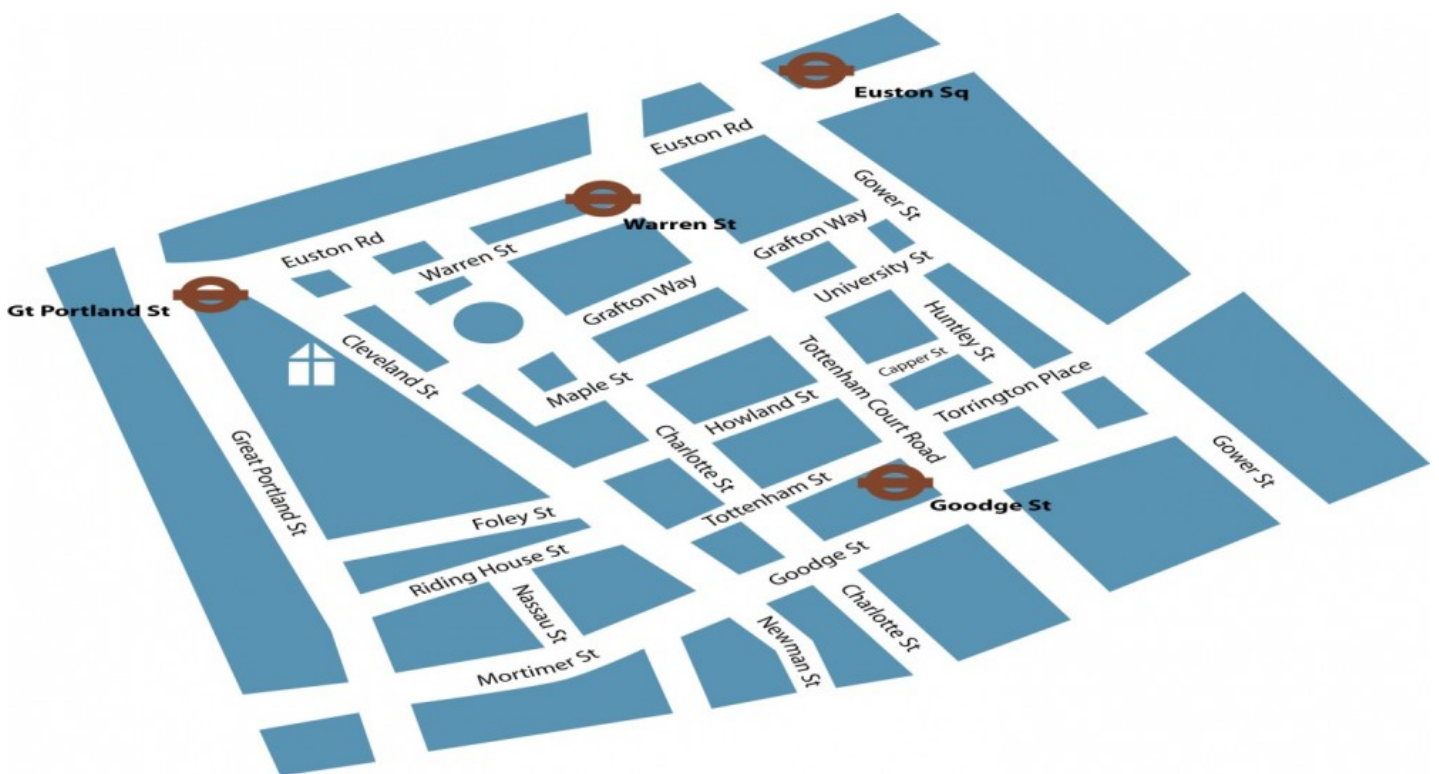
they are found. This includes any furniture and equipment that may have been moved, taken out of store, etc. Rubbish must be bagged up and placed in the refuse area. All left-over food, including empty bottles and cans, must be disposed of or taken off the premises. Unless agreed prior to booking. All drinking utensils must be cleaned.

Security If your group is the only group in the building during out of usual working hours, the Hirer is responsible for ensuring that all external doors are kept locked and informing the cover person.

Fire or other emergency All external groups are required to take a register of participants and have this available at the assembly point. All groups are expected to familiarize themselves with our fire/emergency procedures with the hiring group leader being responsible for dealing with the hire group in these types of situations. All external groups need to provide their own personal insurance cover.

Risk Assessment – please see risk assessment form below which should be completed before your booking commences.

How To Get To Us



ALL SOULS CLUBHOUSE

Risk Assessment for Hirers

All Souls Clubhouse seeks to provide a range of cost effective spaces for hire by local and other groups within a safe and welcoming environment. As part of this we ask all hirers to complete the risk assessment below (in addition to any risk assessments of their own).

Hirer and hire dates	
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Room/Space(s) being hired

1 Children

Will any children be attending your session at any time? **Yes** **No**
(if no go
to section 2)

Is there a delegated responsible person(s) with DBS? **Yes** **No**

Will there be supervision at all times? **Yes** **No**

Have you checked for trip and slip hazards? **Yes** **No**

Have you checked for electrical and other risks **Yes** **No**

Have you checked for risk with hot drinks? **Yes** **No**

2 Vulnerable Adults

Will any vulnerable adults be attending your session at any time? **Yes** **No**
(if no go
to section 3)

Is there a delegated responsible person(s) with DBS? **Yes** **No**

Will there be support whenever required? **Yes** **No**

Have you checked for trip and slip hazards? **Yes** **No**

Have you checked for electrical and other risks **Yes** **No**

Have you checked for risk with hot drinks? **Yes** **No**

Have you checked for risks associated with access? **Yes** **No**

3 Fire

Have you read the All Souls Clubhouse Fire Policy/Procedure? **Yes** **No**

Are you aware of the Emergency Evacuation Plan?
 Yes **No**

Is everyone attending your session aware of the location of fire exits?

No **Yes**

Please confirm that you are aware of NOT using the main lift in any fire or fire alarm **Yes**

No

4 Electrical and other Equipment

Will you be bringing any Electrical or other Equipment to your session?

Yes **No**

to section 5)

(if no go

Is it all PAT tested?

Yes **No**

Person delegated to be responsible for safe use?

Yes

No

5 Food and food preparation

Will you be preparing and/or serving food?

Yes

No

(if no go to section 6)

Do you have a delegated person with appropriate food hygiene training?

Yes

No

Have you read the All Souls Clubhouse Use of Food Premises Policy and procedures including the avoidance of cross contamination and food poisoning?

Yes

No

6 Security

Have you read our Front Door Reception Policy?

Yes **No**

Name and organisation;	Date;	Contact Number (mobile preferred);
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Please don't hesitate to ask the General Manager or Cover Person for help in completing this Risk Assessment

Emergency Contact is your assigned Cover Person

Responsibility for Health and Safety for groups using the Clubhouse

Health and Safety

The Clubhouse has conducted risk assessments of its premises and has a Health and Safety Policy. Groups who use our premises are responsible for the health and safety of their group, its activities and attendees. The Clubhouse maintains a safe environment for groups to meet in. Should you any have concerns or questions about this please speak to someone in the main office (open from 10am to 5pm, Monday to Friday).

- Please ensure that you pay particular attention to the following potential hazards;
- Using kettles and carrying hot water – try to make drinks as close to the urn or kettle as possible
- Carrying and lifting chairs / furniture – use the trolleys that are provided for this
- Slipping and tripping – we regularly check our building but do let us know of any potential risks
- Electrical hazards – all of our electrical equipment is checked regularly but do let us know of any potential risks

First Aid

First Aid contacts are on display at points around the building.

Clubhouse has three first aid boxes that you can access – located in our main kitchen, Youth Zone and main office. There is also an incident and accident file in the photo-copier lobby where any and all accidents on our premises must be recorded. If you use anything from the first aid box or report any accident in our file, please inform the cover person.

Fire

Please also ensure that you have familiarised yourselves with the fire evacuation procedures and that you maintain an attendance register.