

# ARCC ROOM BOOKING FORM

The Arts and Resource Centre for the Community, 17-21 Chapel Street, Bradford, BD1 5DT.

Please read the notes overleaf before completing this form. Enquiries to Dave or Julie on 01274-779002/3.

**Group/Organisation Name** \_\_\_\_\_

**Type of Group**

unfunded voluntary & community group, local trade union branch  
 funded voluntary & community sector organisation / charity  
 private or statutory sector body, housing association

**Contact Person** \_\_\_\_\_

**Contact Address** \_\_\_\_\_

**Contact Phone No.** \_\_\_\_\_

**Type of Event** \_\_\_\_\_ **No. expected** \_\_\_\_\_

**Codes for Bookable Rooms:** (see attached notes for info)

A) ground floor small meeting room - capacity 8-10 people  
 B) ground floor café area - up to 25 people (NB open area)  
 C) ground floor library area - 12-14 people (NB open area)  
 D) ground floor creche - up to 10 children / 8 adults  
 E) first floor - up to 100 people

## Booking Request Details

NB The start/finish times below should allow for any set-up / clear up times required.  
 Bookings outside our office hours (see overleaf) will require caretaking.

Date	Start	Finish	Room Code (s)	Other Requirements (e.g. flipchart)	ARCC USE

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

ARCC USE

Contact for Booking: \_\_\_\_\_ Date Confirmed: \_\_\_\_\_

Fee Payable: \_\_\_\_\_ Invoice Number: \_\_\_\_\_

## NOTES ON BOOKING THE ARTS AND RESOURCES CENTRE FOR THE COMMUNITY

Enquiries to Dave or Julie on **01274-779002/3**.

- 1) Groups may book any of the rooms listed overleaf, *subject to availability* and provided that the event is non discriminatory in nature and its purpose falls within the scope of the Centre's equal opportunities policy (available on request). It is important that you briefly but clearly describe the nature of the event in the space provided to avoid delay. *Bookings cannot be accepted for party political meetings/events, religious worship, parties, discos or similar activities.*
- 2) We will try and accommodate short -notice bookings, where possible, but appropriate notice will be required for all out-of-hours events where caretaking needs to be arranged.
- 3) The ARCC is a fully accessible building with parking for up to 15 vehicles. We are a multi - use facility, housing a number of organisations and hosting a range of additional events, all via a single entrance. At booked times, you should be aware that several activities may be taking place in the Centre and also that two of our bookable 'rooms' are actually open areas, not enclosed spaces. The library area (C) incorporates toilets and the café area (B) offers tea-making facilities. These tea-making facilities and toilets are available to all building users.
- 4) The times requested for your booking should include any necessary set -up and clear-up times. Access to rooms may not be possible outside of booked times. The Centre will make an additional charge if rooms are not vacated at the agreed time or they are left in an untidy state.
- 5) Equipment hire for events is available, by prior arrangement, including computers, OHPs and screens, televideo, flipchart stands. If you require such equipment please indicate this on your form.
- 6) ARCC has a shared, self-service café area for hot drinks and basic food preparation. Small quantities of tea and coffee supplies are available in this area and those attending are asked to make a 20p donation per cup. Alternatively, you may bring your own supplies or arrange bulk supplies from the Centre for a small additional charge.

### CHARGES

Hourly rates per floor booked	unfunded voluntary and community groups and local TU branches	funded voluntary sector groups and funded charities	private or statutory sector groups, housing association
Office Hours*	£2.00 per hour	£5.00 per hour	£12.00 per hour
Out-of-Hours	£8.00 per hour	£12.00 per hour	£20.00 per hour

\* Office hours are as follows: Mon, Tue, Thu and Fri 10am-4pm, Wed 10am-7pm, 1<sup>st</sup> Saturday of month 10am-1pm, Bank Holidays and centre closure days excepted. No bookings are available outside the hours of 8am to 10pm.

### LIABILITY

Groups and individuals using the Centre will be liable to pay for or make good any damage caused to the building or its contents in the course of their events and/or for cleaning and tidying if areas used are not left in an acceptable state.

Users of the ARCC car park do so at their own risk.

Signature of the application form indicates agreement to the terms and conditions outlined above.