

# BRANKSOME DENE COMMUNITY ROOM

## Booking Request Form



<b>Name of Organisation/Group</b>		<b>Name of Contact</b>	
<b>Customer Number</b>			
<b>Address</b>		<b>Postcode</b>	
<b>Email</b>		<b>Telephone no.</b>	
		<b>Mobile no.</b>	
<b>Number of people</b>	<b>Date of Booking</b>	<b>Time (from)</b>	<b>(to)</b>
<b>Purpose of hire</b>			

### Please tick the appropriate boxes

(Please read the attached terms and conditions before completing this section)

#### Entertainment

Live Music  Recorded Music  Dancing  Other

Details of Entertainment

#### Alcohol

Will there be alcohol at this event? No  Yes

Do you intend to have a licensed bar or sell alcohol? No  Yes

#### Structure (on patio area)

Gazebo No  Yes

Details of structure:

#### Barbecue

Barbecue (patio area only)

Give details of BBQ (gas/charcoal)

Do you intend to charge an entrance fee? No  Yes

Do you intend to hold charitable collections, lotteries or raffles? No  Yes

Do you have Public Liability Insurance to cover this event? No  Yes

**I certify that the information given is correct and I agree to observe the Terms and Conditions which form part of this agreement.**

**Signature:**

**Date:**

Please return this form to: Beach Administration, Sandbanks Beach Office, Banks Road, Poole BH13 7QQ  
email: [beachoffice@poole.gov.uk](mailto:beachoffice@poole.gov.uk) Tel: 01202 708181

<b>Office Use Only</b>		<b>Receipt No.:</b>	
	<b>Conf. Lt</b>	<b>Dep rec'd</b>	<b>F. Pay. Rec'd</b>
<b>Date</b>			

## **Terms and Conditions for Hire of the Branksome Dene Community Room** (Failure to comply by anyone could lead to prosecution)

- a) Due to current fire regulations the maximum **number of people** allowed seated inside the Room is 50 with an additional 30 on the patio. Erecting a **gazebo** is permitted on the patio area and must be properly secured and not obstruct public accesses. Please note that the public retains the right of access to the patio. Size guide - 3mx3m, if you require a larger gazebo you will need to submit a risk assessment. The Branksome Dene Community Room is a no smoking venue.
- b) **Music** and dancing are permitted, provided the volume is kept to a moderate level and activities are carried out within the confines of the building. The use of a PA/tannoy system or amplified music outside the premises is not permitted.  
  
Restrictions relating to playing music and closing times:
  - Sunday –Saturday evening room bookings (6pm – 10.30pm) – music (allowed only inside the building) **MUST** finish by 10pm, and the room **MUST** be vacated by 10.30pm
  - Friday – Saturday late extended evening bookings (6pm – 12am midnight) – music (allowed only inside the building) **MUST** finish by 11pm, and the room **MUST** be vacated by 12am midnight.
- c) The consumption of **alcohol** is permitted if you 'bring your own', however the provision of a paying licensed bar or monetary donations made for alcohol, as part of the event will be subject to the acquisition of the necessary licenses by the organiser. For further information please contact the Licensing department on 01202 261700. **Fireworks** are not permitted.
- d) **Barbecues** and hog roasts are permitted on the patio however please ensure this is set up in a safe place away from access areas. Please remember the patio area is a public right of way.
- e) All organisation bookings including charities, associations and community groups are required to have valid **public liability insurance**
- f) **Keys** can be collected from the Sandbanks Beach Office up to 24 hours (Oct-May the Office is closed on weekends) prior to the booking. Please telephone the Beach Office on 01202 708181 to arrange to collect the keys. Keys are to be returned to the same location on the morning after the booking, no later than 24 hours after the booking. A refundable deposit of **£25** will be required when you collect the keys this will be returned after the event once a full inspection has been carried out and the Council is satisfied the facility and its contents are without damage and the Room has been left in a clean and tidy condition at the end of the hire.
- g) The charging of **entrance fees**, holding charitable collections, lotteries or raffles as part of the event will be subject to the acquisition of the necessary licenses by the organiser. Please contact the Licensing department on 01202 261700.

### **Hirers must:**

- a) Ensure guests leave in a timely and quiet manner in respect of neighbourhood residences.
- b) Store away all equipment and furniture inside the Room. Remove all litter from the site. Ensure all decorations, pins and tape are removed. Staples are not allowed. **Lock and secure the premises after use.**
- c) Wipe the tables and clear the sink before vacating and leave the premises in a clean and tidy condition. Ensure that hot utensils are not placed on the plastic tables and chairs.
- d) Make sure that electrical equipment is tested prior to use by a suitably qualified person
- e) Make sure all guests are aware of the terms and conditions relating to the use of the Branksome Dene Community Room.
- f) Not sub-let or transfer this booking to any other person or organisation without permission from the Council.
- g) Permit Council Officers and its contractors on duty to enter and remain at the premises during the period of hire.

### **The Council and its contractors:**

- a) Shall remove and dispose of any equipment or furniture left on the premises at the end of the hire and costs incurred will be passed to the Hirer.
- b) Reserves the right to refuse or terminate the booking at any time before the hiring commences at their discretion.
- c) Reserves the right to stop any event immediately without being liable for any refund or compensation in circumstances considered by the Council as an emergency or a breach of these terms and conditions or in the opinion of the Council, puts at risk the premises Licence.
- d) May alter this policy at any time without prior notice.

### **Useful Information**

**Car parking** charges apply all year round and for evening bookings please note that the barriers are locked promptly at 11pm. You will be issued with a key should you require exit. There is no provision in the car park for coaches.

**Public Conveniences** – 1 October to 31 March open between 8am to 6pm. 1 April to 30 September open between 8am to 10pm. You will be issued with a key to the disabled toilet for 'out of hours' use.

*Striving for  
Excellence*