

Rooms Available for External Bookings at The Salvation Army Preston

(never available Sundays, or Wednesday and Friday evenings)

For Conferences or Large Meetings: (not usually possible on Wednesdays)

A large Hall (14m Octagonal) with seating for 200

With adjoining extension room (GP1) seating 100 with serving hatch access to kitchenette.

Both with full audio loop and AV projection facilities

Plus the possibility of up to five smaller rooms for workshops

And outside space including a garden, a grassed area and a children's playground

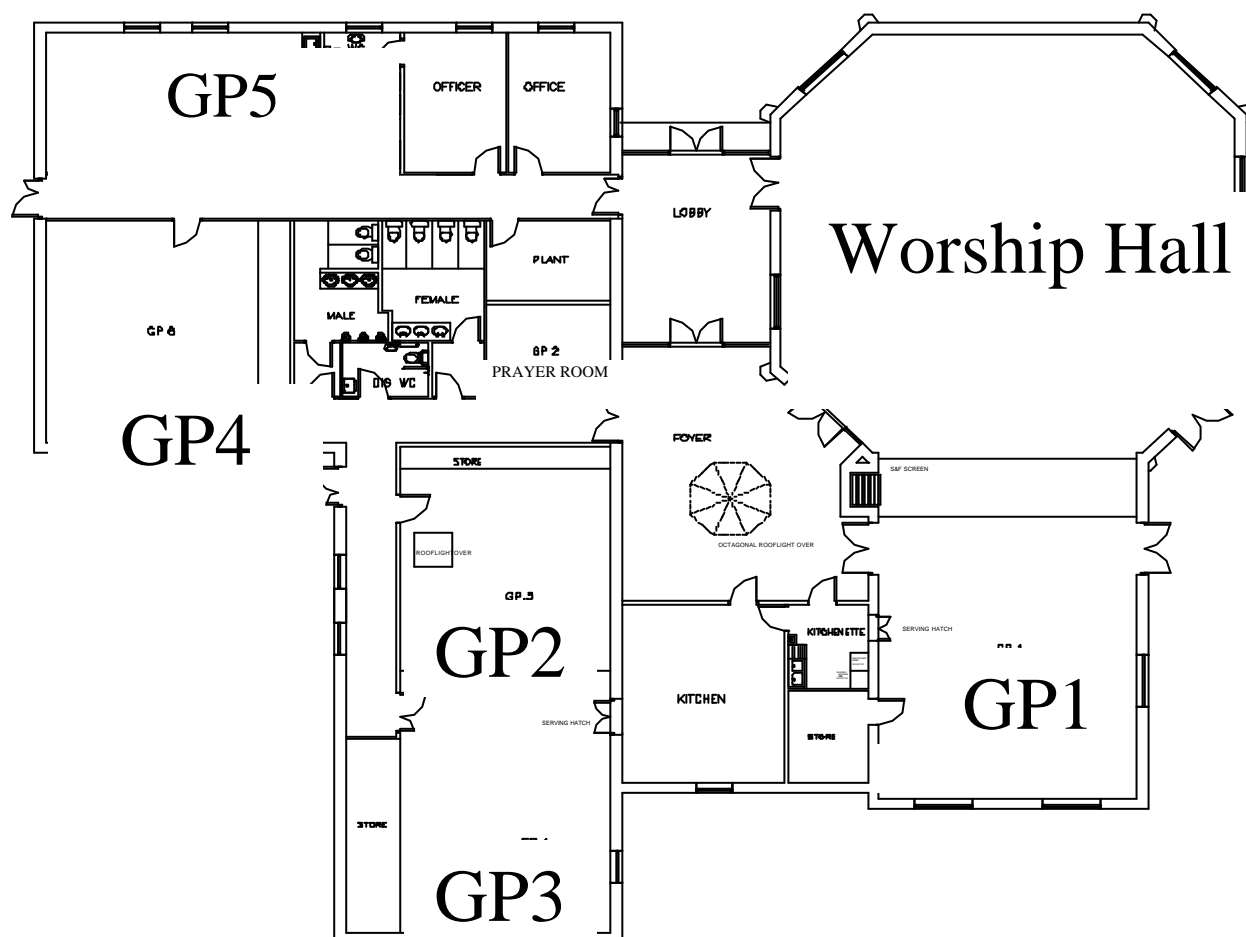
For other Meetings and Activities

Room (GP1) carpeted room (8m x 10m) seating 100 with serving hatch access to kitchenette.

Rooms GP2 / GP3 Large (7m x 17m) Twin Rooms combining as one with serving hatch access to main kitchen. Hard floor suitable for indoor games and dining.

Room GP4 carpeted room (8m x 7m) (We hope in 2007 to install ICT facilities here)

Room GP5 carpeted room (8m x 5m) with separate entrance door and own sink, with access to adjoining toilet / shower / laundry room. Suitable for drop in, contact centre or counselling / advice purposes.



Our aims encourage and prioritise the use of the centre by groups serving the local community, helping the disadvantaged and which are happy to accept our Christian values and ethos.

Other private lettings especially if they have clear community benefit or meet social need may be possible at the discretion of the management as time and space allows.

Prices For bookings taken after January 2007

Our facilities are available at different rates depending on the organisation involved and the length of the booking based on the table below. Our prices have been raised to cover increased costs and the ending of Avencentral SRB funding for our Open Door Community Project.

- We may negotiate a further discount on these prices for new or totally unfunded groups, for those working towards the mission objectives of The Salvation Army, or for repeat or multiple one off bookings if payment is made in advance
- We reserve the right to ask for a returnable deposit in advance against the possibility of damage to our premises or equipment.
- Saturday, Bank Holiday and some late evening bookings are subject to a caretaking surcharge of £25 - £50
- Up to 10 free car parking places/ permits are available with any booking (20 if you book full use of the Centre for a conference, or on Saturdays 25 spaces). Further permits may be purchased if spaces are available for £2 each.
- Additional services such as use of, or support with, AV equipment or catering will incur additional charges to be agreed by negotiation.
- Any booking which crosses 1pm will be charged the whole day rate.

One Off Booking	Public or Private Sector groups	Public or Private Sector groups	Voluntary Community or Faith Sector groups	Voluntary Community or Faith Sector groups
<u>Room / Facility</u>	whole day	half day or session	whole day	half day or session
Full Conference Centre Facility (hall and up to 6 smaller rooms for workshops) kitchen, AV equipment and 20 (25 Saturdays) free car park spaces	£300.00	£200.00	£200.00	£110.00
Half conference package Room GP1 (or worship Hall) plus 3 workshop rooms Gp2/3 & 4 or 5, kitchenette, AV equipment and 10 free car park spaces	£200.00	£110.00	£120.00	£90.00
Main (worship) Hall Only	£130.00	£85.00	£100.00	£60.00
Room GP 1 plus kitchenette	£100.00	£60.00	£70.00	£40.00
Hall and GP 1 together plus kitchenette	£200.00	£110.00	£120.00	£90.00
Rooms GP2/GP3 (together)	£110.00	£70.00	£80.00	£50.00
Room GP4, Room GP5 (or GP2 or GP3 with partition across)	£70.00	£40.00	£50.00	£30.00
additional charge for use of ICT suite in GP4 etc.. (from June 07)	£50.00	£35.00	£25.00	£20.00
Supplement for use of main kitchen to prepare cooked meal	£40.00	£30.00	£35.00	£25.00
Regular Booking All regular bookings incur an additional one off licence arrangement fee of £25 and we may ask for some flexibility as to rooms used on particular sessions.	Public or Private Sector groups whole day	Public or Private Sector groups half day or session	Voluntary Community or Faith Sector groups whole day	Voluntary Community or Faith Sector groups half day or session
Room GP 1 plus kitchenette	£85.00	£50.00	£60.00	£30.00
Rooms GP2/GP3 (together)	£95.00	£60.00	£65.00	£35.00
Room GP4, Room GP5 (or GP2 or GP3 with partition across)	£60.00	£30.00	£35.00	£20.00
additional charge for use of ICT suite in GP4 etc. (from June 07)	£50.00	£30.00	£25.00	£15.00
Supplement for use of main kitchen to prepare cooked meal	£35.00	£25.00	£30.00	£25.00

BOOKING PROCEDURES AND PAYMENT TERMS:

We have two different types of booking available:

1) **A one off booking**: (suitable for a single event... or up to about 4 or 5 sessions in a series)

A separate license agreement must be drawn up and signed for each day that the rooms are used, though a single invoice will be issued. Payments are due at least 14 days in advance of the booking. Your license to make use of our premises is not valid until the license has been signed by both parties and payment is received

CANCELLATION The issue of our invoice constitutes a confirmation of the booking and in the event of cancellation the licensee shall be liable to pay the full price if cancelling within a week of the planned event, 50% of the price if cancelling within one calendar month, and 25% at any time more than a month before the event.

2) **A regular or repeat booking** (suitable for regular weekly or monthly sessions or for a course of 6 or more sessions and slightly cheaper than a one off booking)

In this case a different kind of license is required and the procedure is likely to take about a month to complete. After discussing your requirements and agreeing on feasibility of the arrangements, times and the price we complete a proposal form. You need to pay us £25 arrangement fee before we can send this to our HQ in London for processing. They then draw up a license agreement which constitutes the formal contract between us. When it arrives back we ask you to sign two copies of this, one for our files and one for you to keep.

We then agree with you the future billing arrangements and prepare an invoice covering the first payment. For long term regular groups weekly or monthly payments are appropriate, for a time limited course of several sessions over a long period staged payments may be better. Subject to negotiated terms that may be set out in the license the first payment is normally due at least 14 days in advance of the first session. **Your license to make use of our premises is not valid until payment is received and will terminate if you fail to make subsequent payments on time as agreed. Licenses can normally be terminated by either party at a months notice.**

CANCELLATION in the event of cancellation of sessions the licensee will not be entitled to any refunds of money already paid or invoiced..

For both types of Booking

The license must be signed by a named individual who will take responsibility on behalf of the group or organisation for abiding by our terms and conditions and house rules. This person should if at all possible be present on the premises at all times when the group is using our building.

We have a varying scale of charges (as set out in our current price list) where there is a regular rate for Private or Public sector bookings, and a concessionary rate which we may offer to poorly funded Voluntary, Community or Faith Sector groups.

We will charge you for any breakages or damage to the building or its contents which result from your group's actions or negligence, and may impose an additional cleaning charge of £20 if you leave the rooms you have used in an unacceptably messy condition.

House Rules for The Salvation Army Centre Preston

The Salvation Army expects all our user groups to keep the following “house rules”

As licensee (leader of group using the premises) you shall at all times take due care for the safety and security of persons and property within the building. If using the building in the absence of Salvation Army Staff you will need to take responsibility for the overall security of the site.

You are expected to operate at all times within the law. You must abide by statutory Health and Safety law and guidelines and in line with our own Health and Safety Policy. We expect to be informed in advance of any activities which may present particular or unusual risks to any person taking part or in the immediate vicinity.

Because we are a community building and seek to minimise costs we do not have a large team of cleaning and maintenance staff. We rely on our users to co-operate with us in setting up room layouts and keeping the building clean and tidy, ready for the next group when they come in. We would be grateful therefore if before leaving you could do your best to help put furniture and equipment back in the place where you found it, or where you are asked to store it. Please don't use blu tack or sellotape to stick anything to the painted walls in the building.. (It's OK to use blu tack on the wooden partitions)

Please remember and respect the fact that we are a place of Christian worship, and some activities including certain religious and spiritual practices and the promotion of certain beliefs and values may make some Christians uncomfortable or be inappropriate in this venue or in particular rooms. Please discuss with us in advance what you would like to do in this respect.

You are expected not to cause nuisance or noise for any other occupier of the building, our neighbours or to any other person. Normally the building and car park must be vacated by 10.30pm

You are responsible and required to pay for any damage or breakages of any property belonging to The Salvation Army caused while they are on the premises. Please report any breakages or accidents as soon as possible.

You must not allow smoking, the manufacture, sale, supply, use or consumption of alcohol or drugs, the production, distribution or showing of pornographic material or offensive video recordings within the premises, nor permit any form of gambling therein.

You should take out adequate third party and public liability insurance with a reputable insurance company to cover your activities during the occupation of the premises.

Child Protection : In the event that people under the age of 16 are in the building you must follow the Home Office Code of Practice “Safe From Harm” relation to work with children and young people under the age of 16 years. Among other things this expects any staff or volunteer working with children will be able to show a recent CRB certificate showing no relevant criminal convictions.

FOOD SAFETY Our preference is for groups to make arrangements for their own refreshments and catering although we provide crockery and facilities for making and serving hot drinks. If you are preparing and/or serving a hot meal we would normally require you to book and use rooms GP2/3 and the main kitchen for this purpose. Food and drinks should not be taken into the main worship hall. We would be grateful if you could make sure the kitchen (or kitchenette) is clean and that crockery and cutlery is washed, dried and put away (or at least left in the dishwasher ready for washing.). You are responsible for ensuring that any food served to people attending activities, either by the licensee or outside caterer is prepared and served according to highest standards of food hygiene. If you make use of kitchen facilities on the premises you are responsible for ensuring compliance with our food hygiene policy, placing a suitably qualified person in charge, and for leaving the kitchen and its equipment in an acceptably clean and safe condition.

If you have any questions about these guidelines or wish to consult The Salvation Army's policy statements on these issues, please ask a member of our staff.