

Please return this booking form along with full payment (or deposit if more than 3 months prior to hiring) to:

Ruth Charlton  
Wilson Centre Bookings Secretary  
12 The Yew Walk  
Long Newton  
Stockton on Tees  
TS21 1PA

E-mail: [bookings@thewilsoncentre.co.uk](mailto:bookings@thewilsoncentre.co.uk)

**Please Note**

*The Wilson Centre will be open for you 15 minutes before the start of your booked period and locked 15 minutes after it.*

Wilson Centre Facilities

- Three separate meeting rooms
- Full disabled access
- Free WiFi
- Projector and large screen
- Stereo sound, microphone and DVD player
- 42" LCD screen
- Fully fitted kitchen
- Stage and screens available
- Car parking including 2 disabled bays
- Groundsource heating

A registered charitable incorporated organization registered with The Charity Commission. Registered Charity No. 1167078

# THE WILSON CENTRE (LONG NEWTON)



Darlington Road  
Long Newton  
Stockton on Tees  
TS21 1DD  
Booking Line: 07508 477677

[bookings@thewilsoncentre.co.uk](mailto:bookings@thewilsoncentre.co.uk)

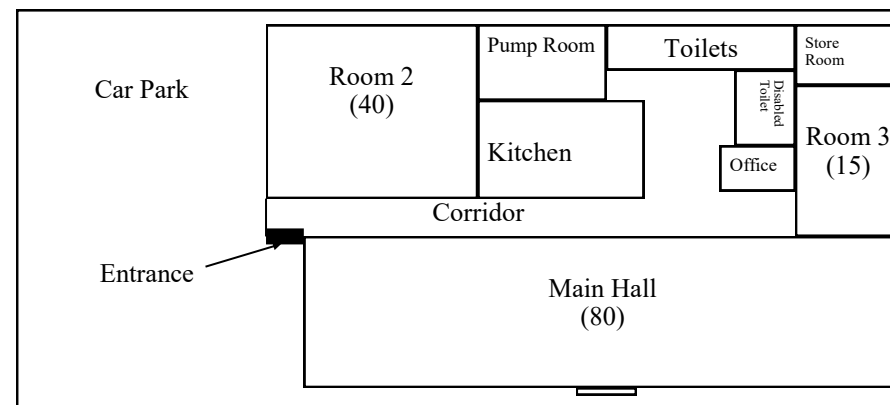
## Hiring Agreement

Booking Ref: W-C/2019

	Hall	Room 2	Room3
Hourly rate	£13.50	£9.50	£5.00
09.00 - 18.00	<<—————>>	135.00	—————>>
14.30 - 23.00	<<—————>>	135.00	—————>>
Full day	<<—————>>	250.00	—————>>

\* £12.00 additional fee if cooking facilities are required

**BOOKINGS MADE LESS THAN 3 MONTHS IN ADVANCE MUST BE SECURED BY SETTLEMENT OF THE TOTAL BOOKING VALUE**



# Hiring Agreement & Conditions (please retain this section)

There have to be some rules about hiring the Wilson Centre and they are listed below. We have tried to make them as few as possible. "You" means whoever is hiring all or part of the Centre. **By signing the booking form you confirm that you have accurately and honestly completed the form; that you have seen, understood AND WILL COMPLY WITH the terms of the Premises Licence and the rules printed below.**

**DO** make sure you know and obey the law about: \*children  
 \*Supply of alcohol \*betting, gaming & lotteries \*performing rights  
 \*health, safety & hygiene \*preparation & cooking of food  
 \*fair trading \*electrical appliances brought in by you or your guests

**DO** please understand that you have an obligation to prevent wilful damage caused and to make good or pay for repair to any damage caused to the Centre or its contents during your hire.

**DO** make sure that nothing is attached to the walls. Display screens are available (by prior order) and only Velcro fasteners (provided) may be used.

**DO** make sure that heating is adjusted only by the valves on the radiators or the thermostats on the walls in rooms 1&2. Please restore the settings to how you found them initially.

**DO** mop up spillages immediately (cleaning equipment is in the pump room) and make sure that any accidents are recorded in the Accident Book (which is in the kitchen) and are reported promptly to the Centre Supervisor (Marion Garrett) on 01642-583659.

**DO** make sure that:

- no-one smokes in the Centre
- you know where all the fire equipment is and how to use it
- you know where all the emergency exits are and
- that they are kept clear at all times.

**DO** evacuate the Centre and call the Fire Brigade immediately if there is a fire—however minor. You need to make sure that a mobile phone is readily available.

**DO** make sure that when you leave:

- all electrical appliances, water taps and lights are turned off
- any pots and pans you have used are washed, dried and put away correctly
- the room(s) you have used are left clean and tidy
- all bulky rubbish and any articles you have brought in are taken away
- you have checked there is no-one left in the building
- you leave by the external side door, ensuring that all windows and other external doors are securely locked.

## FIRST AID

**You will find the First Aid kit in the kitchen**

# WILSON CENTRE BOOKING FORM

Please return to: Ruth Charlton (Booking Secretary),  
 12 The Yew Walk, Long Newton, Stockton on Tees, TS21 1PA.  
 bookings@thewilsoncentre.co.uk

I/we .....  
 wish to hire— Please tick:

	Hall	(£13.50/hr)	<input type="checkbox"/>
	Room 2	(£9.50/hr)	<input type="checkbox"/>
	Room 3	(£5.00/hr)	<input type="checkbox"/>
	Kitchen	(£12.00)	<input type="checkbox"/>
09.00-18.00	Day Rate	(£135.00)	<input type="checkbox"/>
14.30-23.00	Evening rate	(£135.00)	<input type="checkbox"/>
	Full day	(£250.00/day)	<input type="checkbox"/>

Booking Reference:

W-C/2019/

*Any hire includes the ability to use the kitchen for light refreshments; but you may need to share it. If you need to use it for cooking there will be the additional charge as shown.*

On.....(date)  
 From.....(start time)  
 Until .....(finish time)  
 For the purpose of:

(describe nature of event)

Cost: (day rate or hrs @ set rate)

£

LESS Deposit

£

Balance

£

Please make cheques payable to:  
 Wilson Centre  
 (Long Newton)

Payment can be made direct to our bank account 08694183, sort code 09-01-55 quoting your name as the reference. Please advise by e-mail when payment has been made.

My/Our contact details are:  
 Name:

Address:

Phone no:  
 E-mail:  
 Tel:

**I have read and agree to comply with the Conditions of Hire**

Signature..... Booking ref : W-C/2019/

On behalf of ..... Date.....