

Education Centre

Booking Guidance Notes

1. ENQUIRIES

To enquire about the facilities available and how to hire rooms in the Education Centre, please contact the Centre Manager:

Jill Horwood
The Education Centre
The Cathedral
Guildford
GU2 7UP

Tel: 01483 450423

Fax: 01483 450424

Email: jill.horwood@cofeguildford.org.uk

2. BOOKING PROCEDURE

A provisional booking may be made by telephone or email. This will only be held for 48 hours i.e. until receipt of a completed Booking Form. Booking Forms are available from the Centre Manager or can be downloaded from the website: www.cofeguildford.org.uk. No booking is confirmed until receipt of a completed Booking Form. No deposit is required but cancellation charges are made. The Diocesan Board of Education reserves the right not to accept a booking.

3. CHARGES

There are two rooms available for hire at the Education Centre:

Conference Room: capacity 50 seating only, 30 seminar format

This is a large ground-floor room which is well suited to meetings and conferences.

Rates of Hire:	Diocesan:	£10.00	per hour
	Charities:	£17.50	per hour
	Other Users:	£25.00	per hour

Seminar Room: capacity 12 seminar format

This is a small first-floor meeting room.

Rates of Hire:	Diocesan:	£ 7.50	per hour
	Charities:	£12.50	per hour
	Other Users:	£15.00	per hour

Full payment is required 28 days in advance of the booking. Cheques should be made payable to **Guildford Diocesan Board of Finance**.

4. EQUIPMENT HIRE

A flipchart, OHP and screen are available for use in both rooms. A SMART interactive whiteboard, video & DVD is also available in the Conference Room only.

5. CATERING

By prior arrangement, tea, coffee and biscuits can be served at pre-arranged times before/during or throughout your booking. Charge: £1.00 per cup.

Lunches can be booked at the Cathedral Refectory, which is next door, by telephoning 01483 560471.

6. CANCELLATION

A hirer wishing to cancel a booking should do so by giving notice, in writing, to be received by the Centre Administrator not less than four weeks before the date booked. It is not the Diocesan Board of Education's (DBE) normal policy to give a refund in the event of a cancellation by a hirer if less than four weeks notice is given. If the DBE is obliged to cancel a confirmed booking due to circumstances beyond its reasonable control, the liability of the DBE to the hirer will be limited to returning any charges already paid.

7. FIRE REGULATIONS AND SAFETY

Please acquaint yourselves with the nearest fire exits and assembly points when entering the building for the first time. The fire alarm is tested every Friday morning. The person responsible for the group should have a register of names in the event of evacuation of the building. The assembly point is by the tree half way down the car park to the side of the building.

8. CHILD PROTECTION

The Diocesan Child Protection Policy document on Child Protection requires the DBE to ensure that any Education Centre activity that involves children or young people is carefully organised and its procedures followed.

For bookings involving children under the age of 18, who are not accompanied by their guardian/parent(s), you will be required to:

- tick the relevant box on the Booking Form
- complete a Hire Agreement/Child Protection Form (can be downloaded from the website: www.cofeguildford.org.uk.)
- arrange for the Centre Manager to see a current enhanced CRB disclosure for the person responsible for the children's/young people's activities in advance of the booking
- ensure that you see the current enhanced CRB disclosure for all the adults involved in the event for which you are responsible

9. PARKING

Free parking is available in the adjacent car park.

10. LOCATION

The Education Centre is situated on the left as you approach the Cathedral. Access is via the A3 University/Cathedral interchange just south of Guildford. Guildford Station is within 15 minutes walking distance.

11. TERMS AND CONDITIONS OF HIRE

Whilst you are using the Centre, you are responsible, please, for:

- a. leaving the rooms you have used clean and tidy.
- b. washing and drying crockery and replacing it in the appropriate cupboards and switching off the urn in the kitchen (as applicable).
- c. switching off the lighting when you leave, and shutting all windows and doors (as applicable).
- d. reporting any breakages, spillages or damage to the Centre Administrator.
- e. paying for the costs of damage, repair or replacement to contents or building.
- f. arranging with the Centre Administrator for the shutting and locking up of the Centre at the end of the letting (as applicable).
- g. observing the fact that the centre is a No Smoking building.

12. LIABILITY

The DBE accepts no responsibility or liability in respect of personal injury suffered at the Education Centre or in connection with use of the Education Centre and accepts no responsibility or liability in respect of the loss of or damage to property suffered at the Education Centre or in connection with the use of the Education Centre. Users' property is not insured whilst on the premises by the DBE or on its behalf.