Royal Military Academy

**Wishstream Community Centre**

Terms and Conditions of Use & Booking Form

**Introduction**

The RMAS Wishstream Community Centre hosts many activities throughout the week but is available to hire for private events at weekends. Only one booking is taken per day and the hirer has use of the 2 large rooms on the ground floor and the garden area.

Checking availability & Booking the card

Bookings and payment (including collection of the deposit) can be made during office hours which are: Mon-Thu 0830-1630hrs & Fri 0830-1600hrs. To check availability of the centre, please email: rmas-gp-ac-welfaregroupmailbox@mod.gov.uk or call 01276 414105. Please complete the form and email it to the above email address or pop into the Welfare Office during opening hours. Please note that details such as Service No. and telephone number will be supplied to the RMAS Guardroom.

**Terms & Conditions of Hire and Use**

The Terms and Conditions (T&Cs) of booking and using the Wishstream Community Centre are listed below. **By signing the booking form, you agree to all T&C’s.**

Eligibility of Use

1. To be eligible to hire the centre you must be employed at the RMAS or one of the Sandhurst Station Lodger Units, be resident on Sandhurst Station or be a dependent (over 18’s only) of someone meeting these requirements. If the booking is made by a dependent, the Service Person’s details must be provided at Section 3. Forces ID Card or equivalent must be presented when the booking is made.
2. It is the Service Person’s responsibility to ensure that:
3. All visitors are correctly booked in with the RMAS Guardroom
4. All visitors without a valid clearance are escorted at all times
5. All visitors are made aware of RMAS Security procedures and follow them
6. All visitors conduct themselves appropriately whilst on Sandhurst Station
7. All Health and Safety requirements are adhered to
8. The community centre is cleaned and returned to the original set-up
9. The community centre is locked up and the keys returned to the Guardroom by the agreed time

3. Failure to comply with the above could render your booking cancelled if it is considered that you are contravening RMAS Security Operating Procedures (SyOps) or Standing Orders. Please also note that the Guardroom reserve the right to refuse access to any visitor if they believe there is a valid reason for doing so.

4. Formal bookings can only be made for the current term (all future dates will only be pencilled in), bookings will only be considered as confirmed when the application form has been

correctly completed, signed and received by the RMAS Welfare Office. The hire fee and deposit must be paid **no later than 7 days** prior to the date of hire, **failure to do so will result in the booking being cancelled**.

**Payment and Charges**

1. All monies can be paid a maximum of 14 days prior to the commencement of hire and is £40 per booking. The hire cost is a one-off payment and is not charged pro rata as only one booking is taken per day. A £50 deposit is taken as a safeguard against failure to meet the Terms and Conditions mentioned in this document. The deposit can be collected **from 2 working days after the hire period has ended.**

2. The welfare office is open Mon – Thu 0830-1630 and Fri 0830-1600hrs to accept bookings, payments and return deposits. **Please provide a stamped addressed envelope if you require your deposit returned to you by post.**

3. No refunds will be made should the community centre be vacated prior to the contracted period of hire has expired, or if you fail to use the Wishstream Community Centre without 7 days’ notice, unless non-use is due to compassionate or confirmed Service reasons or if the Welfare team have been required to cancel your booking. Proof of the valid Service reason may be requested to enable the return of the deposit. Original receipts are required when collecting the deposit or unused hire fee.

4. The RMAS Welfare Office reserve the right to retain the deposit payment if:

a. They deem that the cleanliness of the Wishstream Community Centre (inside and out) and its contents is unsatisfactory. Please note cleaning materials are not supplied, you will need to bring your own.

b. Any damage to the community centre or items therein including locks and loss of keys may result in the loss of the deposit. Failure to notify the Welfare Office of any such damage/loss will result in the automatic loss of the full deposit.

c. You fail to return the keys to the Guardroom.

d. You switch off any of the fridges/freezers and cause damage to items not belonging to you.

**Rules of Use**

1. All Health & Safety (H&S) regulations must be adhered to:
	1. You and all of your party/activity attendees must ensure that all proper precautions have been taken to prevent fire and to protect people from any act or thing that may be or become dangerous or a risk to health or well-being.
	2. Fire exits within all rooms/centre must be kept clear at all times.
	3. The RMAS assumes that a competent person will use or be in charge of all equipment and will use all items correctly. The RMAS accepts no liability for the use of any equipment or items and you and your party/activity attendees do so at your/their own risk.
	4. All unused food & drink must be removed at the end of the hire period. Due to H&S regulations the food and drink cannot be utilised by another person due to its origins and contents being unknown.
	5. The hirer must ensure that they are aware of the location of all fires exits, first aid box, accident forms and fire extinguishers.
	6. The maximum numbers of guests/users must not exceed 100.
2. All furniture/items must be returned to their original position at the end of the hire period.
3. All windows and doors must be locked and lights extinguished prior to departure.
4. The Community Centre must be cleaned and all rubbish removed from site at the end of the hire period. Below is a check list to help facilitate the return of the full deposit payment.
	1. **All floors** must be swept/vacuumed and moped as applicable (including the bar area/toilets and corridors)
	2. **All furniture** must be returned to its original position.
	3. **All worktops/tables/chairs** must be left clean and not sticky.
	4. **Both toilets** must be cleaned and left in a suitable standard
	5. **All unused food & drink** must be removed from the fridge/freezer and removed from site.
	6. **All bins** must be emptied and the rubbish removed from site.
5. The Community Centre is a non-smoking facility and as such has no identified smoking area. All rubbish resulting from guests smoking within the grounds and carpark area must therefore be removed.
6. The Hirer or their formally appointed representative (their dependent) must remain on the premises until the last of the guests have vacated the building.
7. Children must be supervised by a responsible adult at all times whilst on the premises.
8. The first floor of the Community Centre and back corridor on the ground floor are strictly out of bounds at all times.

**Keys and Access**

The keys are collected from the Academy Guardroom on the day of booking. The keys are available from 0800hrs and must be returned no later than the agreed time on your booking form. Note this should include suitable time for cleaning the centre.

**Please bear in mind that the Wishstream Community Centre is a non-profit welfare community facility. These Terms and Conditions are here to ensure the Health, Safety and Well-being of all users and to ensure that the facility remains available and to the best standard as possible for the entire Sandhurst Station Community.**

**Wishstream Community Centre**

**Booking Form**

**SECTION 1**

PLEASE COMPLETE ALL NECESSARY SECTIONS FULLY.

|  |  |
| --- | --- |
| I AM: | A serving member of the Armed Forces/Civil Service: Go to SECTION 2 |
| A spouse/civil partner of a serving member of the Armed Forces Go to SECTION 3 |

**SECTION 2**

TO BE COMPLETED BY SERVING ARMED FORCES PERSONNEL/CIVIL SERVANTS ONLY

|  |  |
| --- | --- |
| **SERVICE/STAFF NUMBER:** |  |
| **RANK/TITLE:** |  |
| **FULL NAME:** |  |
| **UNIT:** |  | **DEPT:** |  |
| **HOME ADDRESS AT DUTY STATION:** |  |
| **PERSONAL TEL NUMBER:** |  |

**SECTION 3**

TO BE COMPLETED BY DEPENDANTS ONLY WHEN THEY ARE MAKING THE BOOKING

|  |  |
| --- | --- |
| **TITLE:** |  |
| **FULL NAME:** |  |
| **SFA ADDRESS:** |  |
| **PERSONAL TEL NUMBER:** |  |

PLEASE PROVIDE DETAILS OF YOUR SERVING PARTNER’S DETAILS BELOW

|  |  |
| --- | --- |
| **SERVICE NUMBER:** |  |
| **RANK:** |  |
| **FULL NAME:** |  |
| **UNIT:** |  | **DEPT:** |  |

**SECTION 4**

BOOKING REQUIREMENT

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date of Required: |  | Preferred start time: |  | Preferred finish time: |  |

|  |  |
| --- | --- |
| What is the purpose of your hire: |  |
|  | Number attending (Max 100): |  |

**THE RMAS WISHSTREAM COMMUNITY CENTRE WILL HOLD A MAXIMUM OF 100 PEOPLE.**

**THIS MUST NOT BE EXCEEDED UNDER ANY CIRCUMSTANCES**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Will alcoholic drinks be available at this event? | Yes: |  | No: |  |  |
| All alcoholic drinks will be supervised by: |  |

**I UNDERSTAND THAT ALCOHOLIC DRINKS MUST NOT BE CONSUMED BY, OR SUPPLIED TO ANYONE UNDER THE AGE OF 18.**

|  |  |
| --- | --- |
| **The party will be controlled throughout by:** |  |

**SECTION 5**

SIGN AND DATE

**I understand that by signing this form I agree to the RMAS Terms & Conditions of the booking, and the use of the RMAS Community Centre as stated in this document. I understand that by contravening these Terms & Conditions it could result in the loss of my deposit**

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname (Block Capitals)** |  | **Signature:**  |  |
| **Date:** |  |  |

**For Official completion only:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date Deposit paid** |  | **Cash:** |  | **Cheque:** |  | **Receipt No:** |  |
| **Date Hire paid** |  | **Cash:** |  | **Cheque:** |  | **Receipt No:** |  |
| **Date Deposit Rtn’d** |  | **Cash:** |  | **Cheque:** |  | **Receipt No:** |  |