



**SHREWSBURY HOUSE COMMUNITY ASSOCIATION**

Bushmoor Crescent, Shooters Hill, London SE18 3EG

Telephone: 020 8854 3895

Email: [shrewsburyhouse@btconnect.com](mailto:shrewsburyhouse@btconnect.com)

Website [www.shrewsburyhouse.org](http://www.shrewsburyhouse.org)

**Application for Affiliation as a User Group from 1<sup>st</sup> April 2017**

Name of User Group ..... Name of Group Leader .....

Address:.....  
.....

Post code ..... Tel No. .... Mobile .....

Email address ..... Website.....

**Room(s) Requested:**

Day:	Start Time	Finish Time	Room(s) Requested:
.....	.....	.....	.....
.....	.....	.....	.....

**Note:** If you meet OTHER THAN daily/weekly or 'only when booked' please enclose a list showing the ACTUAL DATES of proposed meetings from April 2017 to March 2018.

Number usually attending:      Adults:       Children:

Activities .....

Do you meet during school holidays: Yes/No *(If term time only, we assume that you follow the Royal Borough of Greenwich term dates)* If other term dates are used, please give holiday dates below:

Please give below dates of any holidays booked when your group will not be using the centre. **If not yet confirmed, you MUST inform the office at a later date.**

What are your charges per session? Adults £                      Children £

Does your group store any equipment at the House? Yes/No  
(If yes, please give details on a separate sheet including value and whether you have insurance to cover these items.) **Please note that charges apply for storing items at the House. (See price list)**

Please indicate storage and payment details:

£3 storage	.....	£1 storage	.....
Annual Payment	.....	Quarterly payment	.....
Weekly payment (with room hire charges)	.....		



Please provide copies of teaching and first aid certificates and insurance documents for your group **(applicable to those groups involved in physical activities)**.

Please supply copies of liability insurance **(applicable to those groups involved in physical activities)**

Please provide copies of DBS checks **(applies only to those groups involved with children)**

**Please note that if you use a substitute teacher for any of your classes, they will need to supply copies of documents stated above**

Group leaders are responsible for ensuring the safety of those attending their groups including fire safety. *As per our terms and conditions, each group is required to nominate a competent person who is responsible for fire drills and first aid. Those involved in physical activities will have a formal first aid qualification as legally required*

All user groups are required to keep a register of those attending and the Manager or any board member may request to see this register at any time. Failure to keep an up to date register contravenes the Shrewsbury House Terms and Conditions of Hire.

By signing below you are confirming that you have read, understand and will adhere to the attached Terms and Conditions of Hire for affiliated groups.

Signed ..... Date .....

Print Name ..... Date: .....

Application forms, completed in all relevant respects should be returned to the office by **FRIDAY 31ST MARCH 2017.**

**Office use only**

£100 Annual Fee Date..... Cheque No. ....

£25 quarterly fee Date ..... Cheque No .....

Annual Storage Charge £..... Date .....

Quarterly Storage Charge £..... Date .....

Entered Cash sales: Sheet .....Line ..... Initials .....

Copies of teaching documents attached Date.....

Copies of insurance docs attached Date.....

Copies of DBS Certificates attached Date .....



## Shrewsbury House Community Association

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### Affiliated User Groups - Room Hire Charges From 1<sup>st</sup> April 2017

From 1st April 2017, the following charges will apply to affiliated groups:

- Rate A** Room 7 and the Library  
**Rate B** Rooms 1, 2, 3, 4, 5, 6 and the annexe  
**Rate C** Rooms 10, 11 and 12

#### Adult Rate per hour

Rate A Rooms	£16.00
Rate B Rooms	£11.50
Rate C Rooms	£ 8.00

#### Community Rate

Rate A Rooms	£12.00
Rate B Rooms	£ 9.00
Rate C Rooms	£ 6.00

#### Children's Rate

Rate A Rooms	£11.00
Rate B Rooms	£ 8.50
Rate C Rooms	£ 6.50

#### Storage Charges

From 1<sup>st</sup> April 2017, all groups who store small items at the centre will be charged £1 per week for this storage. This may be paid weekly/monthly with room hire payments or in one payment with the affiliation fee.

Groups who have large amounts of storage, i.e. whole cupboards, will be charged a fee of £3 per week (payment details as above).

#### Cancellation Charge

Please note that a **£10 cancellation charge** will be made to any group that does not give 24 hours' notice of cancellation.