



INTERESTED IN HIRING 'The Radio Wing' ?



FOR YOUR INFORMATION:-

For ALL ENQUIRIES regarding, usage, availability and reservations of The Radio Wing – please contact J Roberts at the following e-mail address:- theradiowing@gmail.com

OUTLINE of PROCEDURE for a one-off event/booking:-

Upon receipt of the initial enquiry:

- ◆ A provisional reservation form will be sent out to be completed indicating details of potential booking - date, time, type of event, etc
- ◆ Upon receipt of the request form, the schedule is checked against your requirements for availability
- ◆ If there is availability, a provisional lettings offer is made indicating Terms and Conditions, costs, etc
- ◆ Upon acceptance- a booking administration fee of £5 is payable [non-refundable] and the booking will be confirmed. Payment is required at the time of the booking in advance of the event.
- ◆ Please note there are different charging rates -
 - Community Rate
 - Commercial Rate
 - Party/special events Rate
- ◆ The week-end rate starts at 6.00 pm on Friday evening and lasts throughout the week-end
- ◆ Some discounts may be applicable
- ◆ A refundable - damages deposit is required

OUTLINE of PROCEDURE for a regular/long-term booking, eg a weekly activity

Again - the procedure is as for a one-off booking, but other checks do apply.

- ◆ That the person/organisation is bona fide and a registered company where applicable
- ◆ Has recognised qualifications to conduct the activity, and is a member/affiliated to the official governing body of that activity, eg fitness, dancing etc
- ◆ The organisation has appropriate public limited liability insurance cover in place - this would need to be evidenced
- ◆ Has undertaken some level of 1st Aid training received appropriate certification
- ◆ Is aware of the need for Risk Assessment on the activity and is able to conduct such an assessment, and able to prepare and submit the relevant documentation
- ◆ If the activity involves working with children, then DBS clearance must be evidenced.
- ◆ ALL DOCUMENTS and CERTIFICATES MUST BE CURRENT

- ◆ Full terms and conditions are available upon request

theradiowing@gmail.com

