

DIOCESE OF ARUNDEL AND BRIGHTON



BOOKING FORM NOTES

for

THE CHRISTIAN EDUCATION CENTRE
4 Southgate Drive
Crawley
West Sussex
RH10 6RP

Tel: 01293 651191

E-mail: hazel.dsouza@dabnet.org

DABCEC

The Christian Education Centre offers three rooms for groups.

The Conference Room:

- Seats up to **50** people
- Blinds on all windows – not complete blackout
- Armchair-style seating or upright chairs available
- Tables available

The Meeting Room:

- Large meeting table – to seat up to **12**

The Dining Room:

- 14 tables available – single tables can seat 4-6 people

*Please note that the dining room is not exclusively available for groups from 11.00pm – 3.00pm, Mon – Fri.
Please note that the Centre is not available for external bookings on Sundays.*

Room Hire Charges

	Meeting Room (12 people max)	Conference Room (50 people max)
	Weekdays	
am or pm (c3 hrs)	£15.00	£25.00
all day (c8 hrs)	£25.00	£40.00
	Saturdays	
am or pm (c3 hrs)	£20.00	£30.00
all day (c8 hrs)	£35.00	£50.00
	Weekdays and Saturdays	
evening (c3 hrs)	£25.00	£40.00

Late cancellation

The cost of the room will be charged to the department/organisation running the event if less than 1 week's notice is given of cancellation.

Date and Time

- Please ensure that you check with the Centre Coordinator as to whether the room of your choice or an alternative is available before making arrangements for the meeting.
- Where possible, we would ask that meetings do not start before 9.30am during the week in order to avoid congestion with the school traffic.

The Name of the Meeting and your Organisation

- The name of your organisation, time and location of the meeting will be displayed on the board inside the entrance to the Centre. Please ensure that this information is completed on the booking form.
- Please make it clear on any publicity material that your organisation is running the course/event as distinct from the venue name.
- Our post code is **RH10 6RP** should you wish to print out maps for your attendees.

Seating/Table Arrangement

The caretaker is very happy to arrange the Conference room as you wish. Please note on your booking form how you would like it to be set out, e.g. classroom style, boardroom style, U shape, etc. It may help if you draw a plan on the reverse of the booking form. It is of great assistance if you are able to leave the room as you find it.

Please give an idea of the number of people attending.

Additional Space

If you need to break into smaller groups at any point in the day, please ensure that you have booked space in the other rooms listed.

Disabled Visitors

We have made provision to ensure disabled visitors feel welcome and able to use the facilities at DABCEC. There is a designated parking bay for disabled drivers. The main entrance has no steps and has automatically opening doors. The Building is on one floor with no internal steps and there is a washroom fitted for disabled visitors.

Easy access to the Meeting Room, Conference Room and Dining Room is via the normal main entrance to the building. However, the doors leading directly outside from these rooms do not have level access. Please ensure that the facilities are suitable for the requirements of your group.

Catering

If your meeting includes lunch, please indicate numbers when booking and submit final numbers to the Centre Coordinator **at least 72hours prior to the booking**. Later changes may not be possible.

Please advise us of any special dietary requirements, eg. wheat or gluten free, vegetarian.

- Lunch is served at 1p.m. in the Dining Room and consists of a main course, fresh fruit and coffee/tea. Dessert can be arranged (see charges).
- Coffee and tea can be served at a pre-arranged time either in the room where you are meeting (for small numbers) or, providing it is not booked for use by another group, in the Dining Room.
- Jugs of cold water and tumblers can be placed in the room prior to your arrival.

If your meeting is out of office hours, please wash up afterwards. Thank you!

Catering Charges

Item	Price per serving	Conditions
Tea & Coffee	£0.64	
Lunch - Main course, fruit & coffee	£6.80 £5.10	Groups of 25 plus Groups of less than 25
Lunch – main course, dessert & coffee	£9.00 £7.50	Groups of 25 plus Groups of less than 25
Sandwich	£2.00	
Cake	£0.64	

All lunches booked will be charged for, regardless of how many are consumed.

Equipment

Please note on the booking form if you require any equipment for your meeting and we will endeavour to supply it.

Portable Electrical Appliances

If you wish to use any of your own electrical equipment in the Centre, please ensure it is undamaged and bears a current Portable Appliance Test sticker.

NB The audio/visual system installed in the Conference Room is only available for Centre Staff use.

Bookshop

If your meeting or event features a published author, or if there is a recommended reading list, the bookshop is happy to source stock for purchase on the day of the event.

If you know titles or authors are likely to be recommended during your meeting and you would like stock to be available, please contact the bookshop two to three weeks in advance of your meeting.

Parking

Please ensure that anyone attending your meeting parks within the Centre car park. There is one disabled parking space. When leaving, people will need a token to exit the car park. These are available from the Bookshop.

HEALTH AND SAFETY

Smoking

The Christian Education Centre is a totally no-smoking establishment and those wishing to smoke are asked to leave the DABCEC site to do so.

Signing in and out

All visitors to the Centre **must sign in** on arrival and **sign out** when leaving. Those responsible for running the meeting **must ensure** that a **register** is kept. You must ensure that there is a person in charge of the group at all times at DABCEC. Also, please ensure that someone from the group stays at the Reception area to greet latecomers. Car registration numbers **must** be recorded, please.

First Aid equipment is available in each bookable room. During normal office hours there are Emergency First Aiders at DABCEC, but not at other times. You are advised to make adequate provision for appropriate access to First Aid treatment when DABCEC staff are not available.

Accidents

In the unfortunate event that you do have an accident, please complete one of the forms provided by the First Aid equipment and return it to the Centre Coordinator in Reception or via the Caretaker or The Bookshop.

Emergency/Fire Alarm

Please familiarise yourself with the evacuation procedure below. Copies can also be found on the wall in the Conference Room, the Dining Room and the Meeting Room. There is also a copy of the Evacuation Procedure on the table in the Conference Room and Meeting Room, and on the wall in the Dining Room, and this should be read to those attending the event/course/meeting.

Fire Procedure

When you hear the fire alarm or someone shouting 'FIRE'

- Leave the building immediately by the nearest Fire Exit closing doors behind you.
- Assemble at the designated Fire Assembly Point (on the far side of the car park).

If you discover a fire

- Raise the alarm by shouting 'FIRE'.
- Only use fire extinguishers if it is safe to do so and you know how to select and use those available.
- Leave the building by the nearest Fire Exit, closing doors behind you.

Evacuation

- Leave the building by the nearest Fire Exit, closing doors behind you.
- Assemble at the designated Fire Assembly Point (on the far side of the car park).
- Out of office hours, one member of your group should be designated as the person in charge. This person shall be responsible for summoning the Fire Brigade by dialling 999 from a mobile telephone which you should ensure is available. This person should also take out the register for the group, check that everyone is evacuated and report this to the Fire Brigade.
- During office hours, DABCEC Fire Officer will call the Fire Brigade and you will notify him that everyone is accounted for.
- No-one may re-enter the building until told it is safe to do so by the Fire Officer, person deputising for him or by a member of the Fire Brigade.

CHECKLIST

If you are arranging a meeting at the Centre, please bear in mind the following points which are not necessarily covered by the Centre staff:

- If the meeting is out of normal office hours, is there someone to act as your receptionist/welcomer?
- If the meeting is out of normal office hours and you are having tea and coffee, have you arranged for someone to make/serve this, and also to clear up afterwards?
- Is the person running the meeting aware of the evacuation procedure?
- If you are having a time of prayer as part of the meeting, do you have a Bible, candle, matches, other resources?
- If you are using any electrical equipment, is it PAT tested and do you need an extension lead?
- If you require writing materials, paper etc. for you or the group, has this been arranged?
- If you are having lunch – does anyone in the group have special dietary requirements?
- If you are expecting anyone who is disabled, have you checked their specific requirements with them and DABCEC?
- Be aware that out of office hours there will not be a first-aider in the Centre.

- Have you read the notes and returned your booking form?***

WELCOME TO DABCEC

Leaders, please ...

- **Ensure that everyone spending any time in the Centre has SIGNED IN and that they SIGN OUT WHEN LEAVING.**
 - **Take a Register of all those present.**
 - **Read the following Fire Procedure to those attending your meeting.**
 - **Mention that No Smoking is allowed on the DABCEC site.**
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Leaders, for your additional information

FIRST AID

First Aid equipment is available in the Meeting Room, the Conference Room, the Kitchen and the Coordinator's Office. First Aiders are only available during normal office hours and their names and locations are displayed around the building. Out of normal office hours, groups will need to ensure they have their own First Aid providers. Please complete and leave accident reports.

THE BOOKSHOP

is open Mon-Fri, 9-5 and all are welcome to browse and buy.

OUT OF HOURS CONTACTS – for emergencies only

Caretaker: 01293 517053 or 07913 157865
Friary Presbytery: 01293 524176