

Hire Charges and Code of Conduct for The Sensory Room Hoylake

Opening hours: The facility is available for hire Monday to Friday 9am-9pm. Hire charges for private use (Monday to Friday): £10 for 30 minutes or £20 for an hour. We recommend no more than 6 users per session, each accompanied by a responsible adult or carer. Please seek advice if your group is larger than this.

Hire can also be arranged for Saturday mornings, £40 fee for a 2hour minimum booking applies.

The facility is closed on bank holidays and two weeks at Christmas, plus additional dates throughout the year.

All areas must be vacated promptly at the end of your session, in order for the next user to start theirs on time. Please allow enough time for this and plan your session use accordingly.

1. We suggest viewing the facilities of The Sensory Room Hoylake before booking a session, in order to ensure suitability for users. Adults and children are welcome. Viewings can be arranged by telephone, text or email.
2. Bookings must be paid for in advance by cash (please telephone to arrange) or bacs to The Sensory Room Hoylake account number 83832074 sort code 205036
3. Bookings can be made by telephone, text or email. Please await confirmation before making a payment. 24hrs notice is required to change a session or cancel a booking and receive a refund. Unfortunately, bookings may need to be cancelled by The Sensory Room Hoylake. When this is necessary, as much notice as possible will be given and a refund or alternative session provided.
4. This Code of Conduct must be agreed, completed and returned before your first booking. Renewal of this document will be undertaken as required by The Sensory Room Hoylake.
5. It is expected that users will be accompanied by at least one responsible adult.
6. Public liability is in place for The Sensory Room Hoylake. Use of The Sensory Room Hoylake is at persons' own risk. It is expected that the responsible adult will risk assess the environment and act in a manner that promotes user safety. Please replace any moved floor padding or beanbags at the end of sessions.
7. Any accidents will be reported to Jill and David Stevens as soon as possible.
8. Faulty equipment or areas needing to be cleaned will be reported to Jill and David Stevens as soon as possible.
9. No food, drink or chewing gum is to be consumed in The Sensory Room Hoylake. The onsite Community Centre Café is open 9am-2pm Monday to Friday.
10. Toilets are available within the Community Centre.
11. Accompanying adults and users must treat The Sensory Room Hoylake, its resources, staff and the Community Centre with respect and abide by any wider rules and regulations. The premises and grounds are no smoking.
12. Do not photograph or video other users and visitors accessing The Sensory Room Hoylake.
13. The Sensory Room Hoylake reserve the right to refuse entry to a user or their accompanying adult.

Registration Form for The Sensory Room Hoylake

Name of individual user or group: _____

Address of user/group: _____

Contact numbers for user/group: _____

Email for user/group: _____

Name of responsible adult (where applicable): _____

Address of responsible adult: _____

Contact numbers for responsible adult: _____

Email for responsible adult: _____

Details of booking/session Day: _____ Time: _____

30 mins for £10 or 60 mins for £20 (please delete as appropriate)

Permanent or One-Off booking (please delete as appropriate)

Payment method: Cash on entry or Bank transfer in advance (please delete as appropriate)

Invoice details (where appropriate): _____

I agree to abide by the terms and conditions of The Sensory Room Hoylake's Code of Conduct.

User signature (where appropriate): _____

User name: _____

Date: _____

Responsible adult signature (where appropriate): _____

Responsible adult name: _____

Date: _____

Signature on behalf of The Sensory Room Hoylake: _____

Name: _____

Date: _____