



ONE-OFF EVENT HIRE – TERMS AND CONDITIONS

Payment is on-line only at the time of booking - sessions are for 3 hours only with a free half hour for setting up time. This is a non-refundable payment. An acknowledgement will be issued.

A reminder e-mail will be sent 48 hours before the booking advising where the key can be collected. They key must be returned with 12 hours of the hire session.

There is a charge of £20 for non-return of key.

Standard Terms and Conditions

1. A charge will be implemented for any damage, and/or costs incurred for any additional cleaning required following the hire sessions.
See section 16 of Hire Agreement
2. **Sale of Alcohol is forbidden**
See section 10 of Hire Agreement
3. The Community Hall is **not available** to hire for parties of Secondary School age Children.
4. **No bouncy castles, smoke machines, silly string, confetti, Gulal/Abeer powder or bubble machines** may be used.
See section 6f of Hire Agreement.
5. **No sticky tape, bluetac or drawing pins** are to be used on walls – use **only** the hooks provided for decorations. **No property or fittings** are to be removed from the premises. **No food or drink** is to be left at the centre.
6. **No Tea-Towels or rubbish bags** are provided. **Please take all rubbish away for disposal / recycling** – There is no collection at the centre.
7. Please **close the gate and secure the top bolt** during your period of hire to allow access to adults but ensure the safety of children.
8. Please **Leave the centre clean** for the next user – the broom cupboard is in the main hall. Use only a **damp mop** for spills on the parquet floor.
9. The **FIRST AID BOX** is mounted on the wall in the hall. **A Responsible person** must be in attendance during the period of hire and any accident or damage must be entered in the Fire/Accident book and reported to the Chair Chris Davies cjdavies43@gmail.com



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10. **FIRE EXITS** are identified by illuminated fire exit signs – two at the front of the building and one in the side room.
11. **Fire Extinguishers –**
 - Kitchen** – There is a powder filled fire extinguisher for electrical fires and a fire blanket mounted on the wall for a kitchen fire..
 - Electricity Room** - There is a powder filled fire extinguisher for electrical fires.
 - Hall** - Mounted on the wall is a Foam filled extinguisher for non electrical fires.

Any accident and any fire, however small, must be reported to the Fire Service and recorded in the Fire and Accident Book and reported to the Chair Chris Davies cjdavies43@gmail.com.
12. At the end of the booking, please return all tables and chairs to the correct store cupboard whilst **always** using the wheeled carriers to protect the wooden floor. **Return all catering equipment** to the correct kitchen cupboards **as marked on the doors**.
13. At the end of the booking, please **turn off all electrical switches** and unplug any appliances in the kitchen. The **Dishwasher must be drained** – Instructions in kitchen.
14. At the end of the booking **check both fire doors are secure** when leaving the hall and that **all lights are off** (The male and female lights are automatic and the accessible toilet light is on a 12 minute timer) and that **all taps are fully off**.
15. At the end of the booking, please **Lock the front door and gate. Ensure there is no person remaining in the building whilst securing the Community Hall at the end of the booking.**
16. **All hire of the centre ends at 10.30PM** and the building must be exited and locked by 11pm.

END

Reviewed July 2023