

Information Sheet for Hire

Stanstead Village Community Centre & Social Club C.I.C.

The hire of the Community Centre is at the discretion of the Board of Directors and in accordance with the below information and the Standard Conditions of Hire which must be read separately. The person signing the agreement MUST:

1. Be present for the entirety of the Hire event
2. Be responsible for enforcing the conditions of hire and the behaviour of their guests.

Opening and closing the Community Centre

The Community Centre's keys will be available from _____ and after locking up, must be returned there immediately.

The Community Centre will be opened for your hiring by _____ and will be closed for you at the time you have indicated.

Please ensure that any outside caterers, contractors and bar staff are aware of the hire period and that they will not be able to enter before or leave after the hire period.

Please telephone _____ in case of difficulty.

Guests are expected to vacate the premises within fifteen minutes of the end of a licensed period only those helping to clear up the Community Centre should be on the premises.

Safety

The maximum capacity of the premises is 80 persons as identified within the fire safety policy.

The village hall has a No Smoking and No Vaping Policy.

In the event of a fire, the Community Centre should be evacuated in an orderly manner using the appropriate exits, and the Fire Brigade called by dialling 999.

The exact location of the fire exits and fire extinguishers must be noted before the village hall is occupied and the manner of opening Fire Doors should be made known to your guests. (A sketch plan showing these is available in the Hirer's information booklet found in the kitchen and on the fire safety notice board).

The Centre's Health and Safety file is kept in the Hirer's information booklet located in the kitchen.

A first aid box is located in the kitchen, behind the bar and the defibrillator is situated at the front of the building.

Heating

The heating controls are located adjacent to the bar. Please let the Secretary know if you need the Centre to be particularly warm or cold. Do not adjust individual radiators/heaters as this will result in the Centre being too cold or hot for subsequent users. The heating is on a set timer, if the booking is made outside of normal opening hours changes to the heating system should be discussed with the Secretary in advance.

Telephone

The Centre has no telephone, so you are advised to bring a fully charged mobile telephone for use in case of emergency.

Car parking

The road outside the Centre is a public road and this must not be obstructed. The car park will accommodate a good number of cars if they are parked sensibly. Cars are not allowed on the grassed area without prior permission from the Secretary.

Consideration for others

Club Member's are allowed access to the Lounge' area during normal opening hours.

Please ask your guests to leave quietly at the close of your event. Car doors banging and loud talk in the car park are disturbing to local residents.

Please ask Guests to smoke outside at the rear of the property and be considerate of the neighbours.

All live music, Discos and Karaoke must end at 11pm.

Please do not use drawing pins or sellotape on the walls or other surfaces, use blu-tack if you need to put up notices or decorations with prior discussion with the Secretary. Do not fix decorations near light fittings or heaters.

The snooker table will **not** be used under any circumstances.

All children under 18 must be supervised by a responsible adult.

Please leave the Community Centre clean and tidy and leave waste in the bins outside or take it home. In particular we ask you to ensure tabletops are wiped clean before being stacked in the cupboard.

Faults/damage/comments

Please report any faults or damage to the Secretary as soon as possible so that they can be rectified quickly. The Board of Directors welcome comments or observations that you may have about your hire of the Centre.

The conditions of hire **MUST** be complied with; failure to do so could result in the forfeit of part or all of the Special deposit (otherwise refunded within 14 days of end of hire period).