

PRIVATE FUNCTION INFORMATION

Please ensure that you and your guests are aware of where the fire exits are situated within the building and do not get blocked by any equipment the duration of hire.

The community centre is not responsible for any of the hirer's property or are not liable for any injury or theft.

Keys can be collected from the Community Centre key holder 15 minutes prior to the start of your booking - **Mrs L Cordingley, 503 Canterbury Way, 07979092593** (if for any reason Mrs Cordingley may not be around at that time she will contact you personally to arrange collection of the keys). Please return the keys to the key holder at the end of your booking, if Mrs Cordingley is not in please put the keys through her letterbox. You must also report any damaged equipment found prior to the commencement of your hire to the key holder.

Posters and decorations can only be affixed to the cupboards and windowsills and not the walls (please do not use selotape).

The fire exit doors must be closed by 10.00pm.

Please ensure the following points are adhered to when clearing up:

1. All table and work surfaces to be wiped down.
2. Tables and chairs stacked away where they were found.
3. In the event of any spillages please spot mop the hall floor.
4. Any rubbish to be bagged up and placed in the outside bin at the rear of main hall.
5. If using the garden please also ensure this is left as it was found.
6. Please check all toilets as you leave and that no taps have been left on.
7. Finally, please ensure that no personal items are left in the building.

These premises have a zero tolerance to any illegal drug use and regular checks are made.

If all conditions of this and the booking form are met then your deposit will be returned via cash or BACS payment within 14 days of the function. If however, there has been any damage or abuse of hire then a charge maybe deducted from your deposit to cover repairs and or extra cleaning.

Deposits, Payments and Cancellations

The Management Committee reserves the right to amend or cancel a booking at any time and to increase or decrease the hire rates. Once your completed booking form and deposit have been received no changes to hire rates can be implemented as your booking will now be confirmed.

The hirer responsible for his/ her conduct and the conduct of their guests at all times.

All payments of cash or cheques should be made during our office hours; 9.00am-15.00pm (subject to change). Please ensure that any outstanding balance is paid in full two weeks before the event date or by the date specified on your booking form. Our office telephone number is 01438 357715.

In the event of a cancellation some, or all, of the deposit will be forfeited at the discretion of the Management Committee. Functions cancelled six months prior to the booking will received the deposit back in its entirety.

Licensed Bar

The sale of alcohol is strictly prohibited under any circumstances unless the bar is provided by the association (a mobile bar can be provided and if the mobile bar is on operation only alcohol purchased from the mobile bar can be consumed on the premises). The stipulation is to comply with the licensing law and failure to adhere to this stipulation could result in legal proceedings.

General Conditions

1. Halls are only available until midnight. Functions must therefore end in time for cleaning up to be completed. All music/ entertainment must cease at 11.00pm.
2. Access to the building cannot be gained until the hire commences and the person responsible for the booking has arrived.
3. All hirers must adhere to the cleaning instructions on the previous page.
4. All the tables and chairs must be put back in their original positions.
5. The hirers must adhere to the advised maximum number of people permitted in each hall.
6. UNDER NO CIRCUMSTANCES may tickets be sold on the door. There should be no personal gain by profit as a result of a function.
7. If any problem should arise during a function, the lights should be switched on and the bar closed if one is in operation.
8. Any damage caused to the property or furnishings will result in the deposit being forfeited.
9. Smoking is strictly prohibited inside the community centre.
10. Where possible, the person making the booking should present him/herself at the time the booking is made, but in any case should ensure he/she understands all of the conditions appertaining to the booking and will be requested to sign a form to say they read and understood the Terms and Conditions of Hire before the party commences.

FAILURE TO COMPLY WITH THESE TERMS AND CONDITION OF HIRE WILL RESULT IN YOUR DEPOSIT BEING FORFEITED.