# WOODHOUSE COMMUNITY CENTRE

# CONDITIONS OF HIRE

Woodhouse Community Centre is owned and managed by Normanton Town Council and applications for use of the premises must be made to the Town Council.

1. Use of the Centre

The Community Centre is available for hire for private, community and business use. Use of the Community Centre is subject to the following rules.

2. Equal Opportunities

The Community Centre shall be open to all members of the community regardless of race, gender, sexual orientation, age, disability, religious or political beliefs or marital status.

3. Applying to use the Centre

a) Application for use of the Centre shall be made to the Town Council.

b) The right to refuse any application for the use of the Centre facilities is reserved to the Town Council.

c) All arrangements for the use of the Centre facilities are subject the Town Council reserving the right to cancel bookings when the premises are required for use for another purpose or are rendered unfit for the intended use.

4. Hours of opening

The Community Centre will normally be available for use each day of the week from 9.00am – 9.00pm. Cleaning of the building may be carried out during these times.

5. Maximum Capacity

The Centre hall has a maximum capacity of 100 for an open plan assembly room setting and 60 for a seated dining style layout (these figures include helpers and performers) and on no account, shall this figure be exceeded.

6. Safety Requirements

Nothing shall be done to endanger the users of the building and the policies of insurances relating to it and its contents. In particular:

a) obstructions must not be placed in the corridors, or in front of the emergency exits which must be immediately available for free public egress

b) fire fighting equipment shall be kept in its proper place and only used for its intended purpose

c) the fire brigade shall be called to any outbreak of fire

d) highly flammable substances shall not be brought into or used in any part of the building

e) no unauthorised heating appliances shall be used on the premises

f) the First Aid box shall be readily available to all users of the premises and is located in the kitchen

g) all electrical equipment brought onto the premises shall comply with the current Electricity at Work Regulations and must be PAT tested

7. Supervision

The hirer or person in charge shall not be under 18 years of age and shall be on the premises for the entire period of the hire.

8. Alcohol and Smoking

No alcohol is permitted to be consumed on any part of the premises and no smoking is allowed in the Community Centre or the car park.

9. Storage

The permission of the Town Council must be obtained before goods or equipment are left or stored at the Centre. The Town Council accepts no liability for loss or damage incurred and insurance cover does not extend to stored items.

10. Loss of Property

The Town Council cannot accept responsibility for damage, loss or theft of Centre Users property and effects.

11. Car Parking

Parked cars shall not cause an obstruction at the entrance to or exit from the Centre. The Town Council accepts no liability for damage caused to vehicles parked in the car park.

12. Nuisance

a) Litter shall not be left in or about the Centre premises.

b) Except in the case of guide dogs for the blind, no animals shall be admitted to the Centre.

c) Hirers are responsible for ensuring that the noise level of their function does not cause inconvenience for the occupiers of nearby residents.

13. Cleaning and Security

All use of the Centre premises and facilities is subject to the users or hirers accepting responsibility for returning furniture and equipment to their original position and for securing doors and windows of the premises as directed by the Town Council. All users shall leave the premises and surrounds in a clean and tidy condition. All electrical items must be switched off.

14. Deposits

A cash deposit of £25.00 will be required upon collection of the key and security information for the building. This will be refunded upon return of the key.

15. Keys and Alarm Codes

Keys and Alarm Codes for the Community Centre, given to you by the Town Council, will be kept securely and not given to anyone outside the organisation. In the event of the loss of the keys, you will notify the Town Clerk immediately.

16. Duplicate Keys

Hirers are not permitted to obtain duplicate keys. If you require additional keys, please speak to a member of our team. An additional deposit may be required.

17. Breakages and Damage

All breakages and damage caused as a result of any letting shall be charged to the hirer and must be paid within twenty-eight days.

18. Cancellation

Cancellation of bookings that are no longer required are the responsibility of the hirer.

As much notice as possible should be provided but as a minimum we expect to be notified by 12.00pm on the last working day before the booking to be cancelled.

19. Regular Bookings

It is the responsibility of the hirer to confirm any bookings that they do not require the centre, such as bank holidays, school holidays and at Christmas. If you do not confirm your requirements in writing, then you may still be charged.

20. Refunds

Refunds will only be given for cancellations that are made in line with our cancellations policy. Refunds will be made by the method originally used to pay. In the event that the Town Council has to cancel a booking, we will provide as much notice as possible and provide a full refund if payment has been received.

21. Pandemic

In the event of a pandemic or other health emergency, it may be necessary to close the building at very short notice in order to comply with Government guidelines. The Town Council can not be held liable for any loss incurred under these circumstances.