

Chalkhill Community Centre

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**Bookings:** Bookings for a facility within Chalkhill Community Centre must be made in writing using the Centre's booking application form. The Hirer is subsequently notified by the centre if the application is approved. The Hirer, having signed the form, undertakes to comply with the Hire Policy. We advise that all Hirers pay attention to the Hire Policy Regulations, otherwise your booking will end in termination. No Dogs are allowed at Chalkhill Community Centre except guide dogs for the blind and impaired vision.

**Regular Hire** – This applies to booking 10 consecutive bookings (daily, weekly, or monthly), booked at once. After your 10 bookings you may request for your bookings to be replenished. Please note that if there are bookings that are deemed to be beneficial to the community centre then the centre reserves the right to book these events, which will result in the cancellations of some of your sessions at short notice. We may only give 2 working days notice, but we will try our best to give you longer notice of cancellations. Cancelling your sessions before 10 weeks are completed will result in us charging you a cancellation fee of £60 and one month's rent, unless the booking was cancelled by us. Regular Bookers please note that your one off bookings do not count as regular bookings. These will be booked separately as events or functions and charged at event/functions rates. These bookings should be paid at least 10 days before your event. Regular Bookers should be aware that invoices need to be paid within 14 days from the date on the invoice. Failure to pay on time will result in your booking being suspended. Outstanding/Un-paid invoices for hall hire exceeding 4 weeks will result in or your group/organisation being banned from Chalkhill Community Centre.

**Function / Special Event Hire** – This applies to groups or individuals who hire a room/s on a one off basis. For example, a function such as weddings, christening, birthday parties or any other event such as conferences/exhibitions etc. Payment for Function / Special Events must be completed at least 10 days before the event, or the booking will not be confirmed.

**Deposit:** Payment of a deposit to cover cleaning / damage / additional usage and hire fee, is required prior to use of the facility. No booking is confirmed until payment of the deposit and hire fee is paid in full. Arrangements will be made for the refund of the deposit on receipt of advice from the Centre's Security & Caretaker that the facility has been left in a clean and tidy condition. Additional cleaning costs and damage in excess of the deposit amount will be invoiced to the user if required. Please be aware Regular & Casual Bookers that if you exceed your finish time, we will invoice you for the extra time or automatically deduct late fee from your deposit and you will be requested to top up your deposit. If the deposit falls below the deposit amount required for the hall you are hiring you will be denied entry into Chalkhill Community Centre. (Deposit for Big & Small Hall £250, Powell Suite Combined £200, and other halls at £100)

**RETURN OF DEPOSIT:** Note that deposits may take up to 14 days to be returned to the Hirer once the booking has been completed. Deposits will always be returned by cheque, and appointment to come in to pick up the returned deposit should be made by phone. Alternatively, the Hirer may arrange to have the deposit returned by post.

### **Cancellations & Alterations of Bookings**

Chalkhill Community Centre is empowered to cancel any bookings made when the same is required for reasons of national or district emergency. Chalkhill Community Centre reserves the right at any time to vary or cancel your booking at any time if there is any business or substantial reason to do so. In the event of Cancellation, you will be notified in advance of the cancellation or moving of your booking and we will give 1 week notice for a termination of contract or in more serious circumstances will terminate your contract with immediate effect. In the event of this occurring any hire deposit will be returned, but allowing us to deduct necessary compensation for the centre. Centre will not be liable for any loss incurred by the hirer. Regular User Groups must advise the Centre a minimum of 5 working days prior to any cancellations or changes to their regular bookings or requests for extra use of the facility. A minimum of 10 days written notice is required for the cancellation of Special Events / Functions, also if hired hall/halls are not used on the booked day, charges will be incurred and all hire fees paid by the Hirer will be retained by Chalkhill Community Centre.

**Parking: *There is No Parking at the Centre.***

## **Equipment**

Tables and chairs are provided as part of the Centre Hire. No other equipment / items are available. Tables & Trolleys are not to be moved out of their assigned halls due to health & safety.

**No Kitchen Facility is available at Chalkhill Community Centre**

**No Storage is available at Chalkhill Community Centre**

**No External Electrical Items are allowed to be plugged in the Centre except for PA/Music Systems at the plug near the fire exit in the Big Hall & in small hall plug to be used for PA/Music Systems only is below the notice board. Deposit will not be refunded if reported that external electrical items were plugged in.**

**Chalkhill Community Centre will not be liable or responsible for injury to the Users whilst setting up and cleaning and using the Centre's activity equipment as everyone is responsible for their own health & safety.**

## **Set Up & Cleaning**

**The Hirer is responsible for setting up and cleaning which is included in their booked time.**

The Hirer is responsible for leaving the rooms/halls clean and tidy.

- all rubbish must be removed by Hirer, and deposited in the correct bins as instructed by Security
- all surfaces, including tables, chairs, benches, and sinks, etc to be wiped clean.
- all floors to be swept clean and vacuumed.
- all tables & chairs are to be stacked in the storage area in respective rooms.
- all brooms and cleaning equipment / materials to be returned to the respective area, mops need to be rinsed clean and water bucket emptied.
  - all decorations are to be removed, including pieces of string, Blu-Tac ,etc.

**No sticky tape or drawing pins are to be used. Blu-tac is permitted but should be removed completely and carefully.**

**Curfew: *The curfew for Chalkhill Community Centre is 11.00pm on Saturdays other days it is 10pm, which means cleared up and out of the building.***

**Operating Procedure:** The Hirer is responsible for moving of equipment and items within or outside of the halls/rooms and any damage caused to centre walls, mirrors, doors & facilities. Chalkhill Community Centre will not be liable or responsible for any injury caused to the hirer or any attendees if moving tables or trolleys, as it is the Hirer's duty to explain all the housekeeping and health & safety to Attendees. Hirer is also responsible for replacing items/equipment back in the original positions. Cleaning equipment is provided by the Centre and the Hirer is expected to return the rooms in their original condition. The cost of any damage or cleaning will be deducted from the Deposit. The Centre is not liable for damage to or loss of equipment/food belonging to Hirers. As CCTV is now operating throughout the building we will be able to check.

**Children must be supervised by an adult at all times whilst in the facility. Parents & Guardians must not let children run in the Hall ways or go in and out of halls or corridors & young children should be accompanied by adults to the toilets to meet hygiene & safety regulation. Children should definitely not be allowed up the stairs without.** The use of inflammable materials, e.g. candles & other burning items are prohibited.

It is the responsibility of any hirer who uses recorded music to check whether a licence from Phonographic Performances Ltd (PPL) is required, and if so, to obtain one. Any group planning to **SELL** food or drink to either their members or the general public must submit their application to Brent Council's Environmental Health department for the appropriate licences.

# **All emergency exit doorways and passageways MUST be left clear at ALL times.**

No drugs or illegal substances are to be consumed or brought into the premises OR any other dangerous equipment which breaches health & safety. Anyone found to be using or conducting illicit or dangerous activities will be removed from the facility, will lose their deposit and be referred to police.

## **Hirers must not exceed their finish time as it will be chargeable. The whole £250 will be deducted from their deposit for leaving late. (EVEN IF IT IS ONLY 5 MINUTES OVER THEIR FINISH TIME)**

### **Chalkhill Community Centre Cleaning Requirements**

PLEASE ENSURE THE FOLLOWING CLEANING CONDITIONS ARE COMPLETED AT THE END OF YOUR FUNCTION

Chalkhill Community Centre Monitoring Agent will accompany the Booker or Booker's nominated person to ensure all cleaning & damage concern criteria is met. The Monitoring Agent will inform the Booker to bring the function to a close & begin cleaning HALF an HOUR prior to the actual end of the function.

#### Entrance

- Floor to be swept
- All rubbish to be removed and placed in bins provided.

#### Designated Booking Area

- Floor/s must be swept and mopped
- All tables must be wiped down and tables and chairs put away in allocated areas
- All rubbish to be removed and placed in bins provided
- All appliances to be turned off after use.

#### Kitchen Area

- As per kitchen supervisor requirements.

#### Toilets

- Cubicles and seats to be left clean and tidy

Cleaning equipment will be provided at the booking access time.

