

STONNALL COMMUNITY CENTRE.

CONDITIONS OF HIRE OF STONNALL COMMUNITY CENTRE

- 1 For parties, and large events, bookings may need a deposit of £15.00, which is returnable in the event of cancellation up to two weeks before the date of the event: the balance to be paid at least 7 days in advance of the reserved date.
- 2 When paying the outstanding balance, a separate Bond for £50.00 (Bond) should also be paid. This will be refunded within two days of the function-taking place subject to the Hall, its facilities and the car park being left in a satisfactory condition.
- 3 The Hirer is responsible for leaving the premises in a clean and tidy condition and for the removal of **all** rubbish generated during their event. Spillages should be cleaned up using the Bucket and Mop stored behind the entrance door in the Gentlemen's Toilet (a broom and a dustpan and brush are available in the same area) A vacuum cleaner can be found in the cupboard in the Ladies Toilet.
- 4 It is the responsibility of the Hirer to ensure that any instructions within the Hall are adhered to.
- 5 It is against the law to smoke in these premises and the Hirer must ensure that this law is enforced.
- 6 Both exits must be kept clear of obstructions at all times.
- 7 The Hirer will be liable for any damage, including graffiti, to premises and contents.
- 8 The Management Committee reserves the right to cancel any booking without recourse to any compensation, with the exception of any payment already made to Stonnall Community Centre.
- 9 Flammable appliances e.g. Bar-B-Q's, Portable stoves, indoor fireworks, or pyrotechnics etc.
MUST NOT BE BROUGHT ONTO THE PREMISES
- 10 Users must give consideration to local residents by moderating noise levels, when arriving, during the event and when leaving the premises
- 11 The Management Committee will not accept responsibility for damage to or loss of any property brought onto the premises or car park.
- 12 The Management Committee will not accept responsibility for the injury to any person or persons using the premises or car park other than that which arises from the proven negligence of the Management Committee. However should an accident, occur it must be recorded in the Accident Book in the First Aid Box and must be reported to the Booking Secretary when returning the keys
- 13 It is the responsibility of the Hirer to ensure that any electrical equipment brought onto the premises is in good working order and safe to use and **where such equipment is of a professional nature e.g. Disco Equipment it should have a valid current portable appliance certificate.**
- 14 Hirers should note that the kitchen area has only one sink and is therefore not considered suitable for food preparation. They should ensure that any outside caterers are properly licensed and are advised of the limited kitchen facilities.
- 15 In the absence of caretaking facilities, Hirers are advised that it will be their responsibility to clear walkways of ice or snow during inclement weather. Salt is provided in a box by the short ramp
- 16 The maximum permissible number of persons attending a function is as follows: -
For Dancing only – 75 persons
Where persons are seated in rows – 90 persons
Where persons are seated around tables – 84 persons
- 17 For a function where people are to be seated in rows, the following safety requirement should be adhered to: -
Seating should be set out such that there is aisles of a minimum width of 1.03 metres (approximately 3 foot 6 inches) each side of and/or down the centre of the rows. No seat should be more than seven seats away from an aisle and there should be a minimum distance of 300 millimeters (12 inches) between the back of one seat and the front of the seat in the row behind it.
- 18 The Hirer should advise visitors helping set up for the function or tidy away afterwards, to take care when handling equipment in the Hall. **Tables and Chairs should be put away after use.** The Chairs must not be stacked more than **six** chairs high and should be moved using the truck provided. The Tables must be stacked **four** high. Trestle Tables should be moved using the trolley. **Nothing should be placed in front of the radiators.**
- 19 The Hirer must ensure that the visitors present are conversant with the action to be taken in the event of a fire

PLEASE NOTE

Failure to comply with any of above terms and conditions may result in the retention of part of or all of the additional £50 bond by incurring extra charges for damage to property, furniture or fittings and/or excessive cleaning costs

**STONNALL COMMUNITY CENTRE
PRECAUTIONS AND PROCEDURES IN THE EVENT OF A FIRE**

Owing to increased fire and safety regulations we are now required to supply all hirers with the following information: -

This information is supplied to you to ensure that, as a hirer of Stonnall Community Centre, you are aware of all fire precautions, fire extinguishers and evacuation procedures in place at present, and that you will pass this information to those people taking part in your event. After reading this information you should sign the attached slip and return it to the booking secretary before the date of your booking or block of bookings. The Stonnall Community Centre Committee cannot take responsibility for the safety of any hiring group in the event of a fire because, they have no control over activities during any let.

Equipment:

Fire extinguishers are located near main doors.

Lighting:

In the event of a power failure caused by a fire, all emergency exits will remain illuminated. Emergency lights will also remain on outside the exits doors

Evacuation Procedure:

Any group that hires the Centre should appoint persons within the group to act as wardens in the event of a fire.

Action to be taken:

- 1) Raise the alarm: there are Fire Alarms located at both Emergency Exits, but take care not to cause panic.
- 2) Open fire exit doors.
- 3) Ensure that any elderly, ambulant disabled or people in wheelchairs are helped to leave the Building safely. Everyone should move away from the building to the Assembly Point, which is on the grassy knoll on the far right hand side of the car park. Toilets should be checked to ensure that they are vacant. A head count should be made by a responsible person to ensure everyone is out of the building
- 4) Dial 999 to request Fire Brigade at Stonnall Community Centre, Main Street, Stonnall, WS9 9EE. If no-one has a mobile telephone the nearest public telephone is outside the shops on Main Street Car Park
- 5) **Do not attempt to fight the fire unless you have received training in the use of fire extinguishers and it is safe to do so and do not re-enter the building until authorised to do so by the Senior Officer present from Staffordshire Fire Service.**

In case of emergency please contact one of the following key holders:-

Mick Cox –	Chairman	07968 724222
Jennie Baker –	Booking Clerk	07900 914091