



PAXCROFT MEAD COMMUNITY CENTRE

CONDITIONS OF HIRE

1. Hirers accept that the Centre cannot be held liable for loss or damage to personal property, however caused.
2. Vehicles are parked at owners' risk.
3. Health and Safety requires that all accidents (even minor) are recorded in the accident book, which is in the kitchen by the first aid box. It is the responsibility of the user group to record any accident as soon as possible. Any serious accidents must be reported to either Jane Wosika on 01225 719599 or Don Hatt on 01225 345447.
4. Any damage caused by a member of the user group should be written into the building book which is in the kitchen near the first aid box, and reported to Don Hatt on 01225 345447
5. Hirers are responsible for what goes on within the Centre whilst using the facility. If they are the only occupiers of the building, we request that the latch on the front door be engaged to prevent unauthorised access and any damage that might occur as a result of trespass. Members of user groups who are late should ring the door bell to gain access. Also, please ensure that the facilities and building (if applicable) are securely locked after use.
6. The toilets are not generally open to the public; they are solely for the use of hirers. Any request to use the toilets is a matter of discretion for the user group and should be monitored by the user group concerned.
7. No alcohol is to be brought into the premises. The bar facilities are available to users if booked and paid for. We will not allow for a private licence to be used on the premises.
8. Due to fire regulations, no dry ice may be used, and any "escaped" helium balloons must be retrieved at the end of hire. ("Escaped" balloons can also trigger the intruder alarm when they deflate and sink.)
9. Hirers are responsible for putting away any equipment used and sweeping the floor.
10. Hirers using the kitchen will be responsible for cleaning and putting away any crockery/equipment used. The cooker must also be left clean.
11. All rubbish must be collected. Small amounts can be placed in the kitchen bin provided, but anything beyond that must be removed from the Centre.
12. All unnecessary lights and appliances should be turned off at the end of the session to help keep costs down.

The Community Centre is Registered Charity No. 1123423. It is run entirely by unpaid volunteers. We thank you in anticipation of your co-operation in the above, and very much hope that you enjoy the use of our facilities.

Pauline Marples (Secretary to the Management Committee). 2nd April 2009.