

CONDITIONS OF HIRE

1. The Centre is available for letting for the purpose of meetings, dances, concerts, whist drives, meetings, private parties, weddings and other functions approved by the Committee.
2. The Hirer will be held responsible for any loss or damage to property and equipment which may occur during the period of use by the Hirer. The hirer will report any damage in writing to the Clerk of the Council as soon as possible. Unless specifically requested, a security deposit as outlined in (9) shall apply to some bookings and is required in advance of use of the facilities.
3. Smoking is not permitted in any part of the premises.
4. Applications for use of the premises should be made to: -

**Mr. S. Beardmore, 26, Hollow Lane, Cheddleton.
Tel: 01538 360302**
5. Premises must be used only for the purpose for which they are hired and must not be sub-let to any other person.
6. Cheddleton Parish Council shall not be held responsible for loss or damage to any property, including cars, however caused.
7. All bar facilities are to be in the vestibule area or the kitchen only.
8. Cheques etc. for hiring payment should be made payable to "Cheddleton Parish Council" and sent to or handed to the Booking Clerk/Caretaker – Mr. S. Beardmore, address as at (4) above before the hire commences.
9. When specifically requested, a security deposit of £50 shall apply to some bookings and be made in advance of a hiring and this will be returned within seven days provided that there is no evidence of loss/damage or any complaint, or excessive noise or misbehaviour or any contravention of these hire conditions.
10. Rooms hired should be left clean and tidy.
11. No variation from these conditions to apply unless previously agreed in writing by the Clerk to Cheddleton Parish Council.



Cheddleton Parish Council

CHEDDLETON COMMUNITY CENTRE

BOOKING FORM

HIRE CHARGES

&

TERMS AND CONDITIONS

1st April 2020

HIRE AGREEMENT

HIRE CHARGES

Room	Size (ft)	Cost / hour
Main Hall	48 x 22	£11.00
Room 1	24 x 24	£6.00
Kitchen	19 x 12	£3.00
Mobile	48 x 12	£7.00

Mobile also has an alcove 12' x 12' and has catering facilities.

No Bar facilities to be positioned in the Main Hall.

Bar facilities to be in the vestibule area or Kitchen only. The Hirer is responsible for organising a Bar should they require one and the correct Licence needed to serve alcohol.

All dances / music to finish by 11.30 pm.

All functions to be finished by 12.00 midnight.

Hirers must note and comply with the Fire Regulations posted in each room.

A copy of Fire Emergency Procedures attached.

Hirers agree to comply with the noise regulations.

Police are notified of all functions held and may visit during the event.

Name of Hirer

.....

Address

.....
.....
.....

Telephone Number

.....

Function use

.....

Date..... **Time: from** **to**

A Security Deposit of £50 may be required in advance.

(in addition to the hire charges).

Received on behalf of Cheddleton Parish Council.

Signed.....

I, have read the conditions of hire and agree that a security deposit or part thereof may be forfeit if there is any evidence of loss or damage to the Community Centre or its contents, or any complaint of excessive noise or unreasonable behaviour or any other contravention of these terms and conditions and agree that I will personally accept responsibility for ensuring that the terms of this agreement are adhered to by all persons using the premises and grounds in connection with my hire.

Signature **Date**

Fire Emergency Procedures

Main Building

1. As a hirer of facilities at the Cheddleton Community Centre on Hollow Lane, you need to be aware of and follow the following procedures.
2. Make yourself aware of the nearest and alternative fire escapes.
3. Make yourself aware of the nearest fire break glass unit.



If you discover a fire

4. If you discover a fire raise the alarm by shouting fire.
5. Leave by the nearest safe exit advising others who may be present to leave too.
6. Break the break glass unit with your thumb as you leave, this will sound the fire alarm.
7. Make your way to the outside front of the car park.
8. Call the Fire Brigade, call 999.
9. Advise them there is a fire at Cheddleton Community Centre, Hollow Lane, Cheddleton, ST13 7HP.
10. Do not return to the building, do not allow others to return to the building.
11. Wait for the fire brigade to arrive.

If the fire alarm sounds

1. Leave by the nearest safe exit advising others who may be present to leave too.
2. Make your way to the front of the car park.
3. Call the Fire Brigade, call 999.
4. Advise them there is a fire at Cheddleton Community Centre, Hollow Lane, Cheddleton, ST13 7HP.
5. Do not return to the building, do not allow others to return to the building.
6. Wait for the fire brigade to arrive.

Portacabin

1. If you discover a fire raise the alarm by shouting fire. If necessary, ring the manual fire bell situated on the wall.
2. There is no alarm system or break glass unit in the portacabin.
3. Leave by the exit advising others who may be present to leave too.
4. Make your way to the outside front of the car park.
5. Call the Fire Brigade, call 999.
6. Advise them there is a fire at Cheddleton Community Centre, Hollow Lane, Cheddleton, ST13 7HP.
7. Do not return to the building, do not allow others to return to the building.
8. Wait for the fire brigade to arrive.

Louise Eyre
Parish Clerk
Cheddleton Parish Council
Tel: 01538 385223

Email: louise.eyre.cheddletonpc@sky.com
Address: 34, The Walks, Leek, Staffs, ST13 8BY.