Donington Community Centre: Key Handover & Critical Acknowledgment Form

TO BE COMPLETED BY THE HIRER AT KEY COLLECTION

By signing and initialling below, the Hirer confirms receipt of the keys and acknowledges full, immediate responsibility for the premises and adherence to all critical terms and safeguarding duties during the hire period.

1. Key Collection and Premises Liability

I confirm receipt of the Donington Community Centre keys and acknowledge that I am fully responsible for the security of the premises and adherence to all Conditions of Hire for the duration of my possession of these keys.

Detail	Signature/Date
Date of Key Collection:	
Hirer Signature:	
Committee Signature:	

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2. Critical Rules Checklist (Initial Each Box)

Failure to comply with any of these items may result in the loss of the entire security deposit.

Initial	Critical Condition Acknowledged
	Capacity: I confirm the total number of people attending will **not exceed the maximum legal capacity of 300** at any time.
	Hire Period: I understand that my booked time includes **all necessary set-up and clean-up time**.
	Alcohol Policy: I understand that **NO external alcohol** may be brought onto the premises; only the licensed Centre bar may be used.

Initial	Critical Condition Acknowledged
	Smoking/Vaping: I confirm that **smoking and vaping are strictly prohibited inside the building** (only allowed in the designated external area).
	Decorations/Damage: I will **NOT** use Sellotape, blue tac, pins, or similar attachments on the walls, and I acknowledge that **white tac must be fully removed**.
	Noise Curfew: I confirm I will ensure all music and noise ceases by **1:00 AM** (Fri/Sat) or **11:00 PM** (all other nights).
	Cleaning: I accept full responsibility for leaving the hall and all facilities in a **clean, tidy, and undamaged state** (including necessary vacuuming/mopping).
	Lock-up: I will ensure all windows are closed, all lights/appliances are switched off, and all doors are **fully secured** before leaving the premises.
	Key Return: I am aware that the keys must be returned by **12:00 PM (noon)** the day following the function, or an hourly charge of **£20.00** will be applied.

3. Safeguarding Acknowledgement (Initial Each Box)

Required for all bookings involving children or vulnerable adults.

Initial	Safeguarding Requirement Acknowledged
	Hirer Policy: I confirm that our organization holds and operates under its **own, specific Safeguarding Policy** for this event.
	Sole Responsibility: I understand that the **Donington Community Centre is NOT responsible** for the supervision or safeguarding of attendees. We assume **sole responsibility** for the welfare of all attendees during our hire period.
	Emergency Duty: I understand that I am the **Fire Marshal** for the duration of the hire and responsible for leading evacuation and reporting all accidents/incidents (using the book located in the **Kitchen**).

Hirer Full Name (Print): _____

Hiring Organisation (if applicable): _____
