

## Term and conditions of hire.

### Charges and basic terms and conditions.

- Hire of any one hall by a regular user is £16 per hour. A regular user is defined as a group or person who uses the facilities 26 or more times per year.
- Non-regular user rate £20 per hour.
- Local charities and other good causes may be considered for the regular's rate providing no entrance or participation fee is charged by the hirer. This is at the discretion of the manager and a director.
- The small hall includes full use of the kitchen and the committee room
- The male and female changing rooms which include showers can be used in conjunction with either hall booking, providing this is formally requested and they are available.
- Regulars may make free use of the kitchen for refreshments and snacks if the small hall is not hired out by another group/person.
- Non-regular's fee / balance shall be paid before or on the date of the function.
- **Set up and clean up time must be included in the booking times.**
- Any user failing to leave the hall clean and tidy will be charged at £20 per hour for our work. A charge will be made for any breakages or other damage.
- Bouncy castles are permitted in the main hall.
- Groups wishing to return the day after a late evening function, for cleaning and clearance purposes, the hire rate will apply to that period also. This facility is only available by prior arrangement and dependent on other hall bookings.
- Day rate for the whole Centre hire is £500. Regulars £400. If in the case of a wedding the set up the evening before and clearance the day after will be allowed within the £500 price, subject to hall space availability.
- Whole day Centre booking does not entitle the user to exclusive use of the whole Centre as the foyer toilets are open for public access within the published seasonal hours. Additionally, the community fridge/food group will have access each evening to the foyer area. However during a wedding or funeral public access will be prevented at the appropriate times in the event.

## Deposits

- For regular users no deposit is required.
- For non-regulars a deposit of £40 is required per hired hall.
- The deposit will NOT be refunded for any cancellation made seven days or less before the hire.

## Rules

- A key or set of keys will be provided per user (group). This is the responsibility of the individual booking and must not be loaned to any other person. The user (group) is not permitted access to the Centre outside agreed booking times. For one-off bookings, the key will not be available until the agreed time. The key must be returned at the end of the booking.
- Users must leave the Centre clean and tidy, as they would expect to find it. This means all hired space and also the foyer floor. Within the building there are many general waste bins and black dustbins for recyclable materials and glass. There are wheelie bins behind the metal store shed for general waste and recycling. If they are not sufficient, any extra rubbish must be taken away. Glass banks are in the car park. For a late finishing event please don't dispose of glass after 22:30 as this may cause disturbance to neighbours.
- The Centre only by specific agreement may allow a tidy and clean-up of the hired spaces the morning after a late finishing event. In this case these areas must be clean and tidy by 10am unless otherwise agreed. The hired spaces can be used to leave your event specific items but again must be collected by 10am. The public access areas (foyer and porch) must be cleared of event related items immediately on

completion of the hire.

- All lights and appliances (except the fridge and freezer) must be turned off.
- Please remember to check all doors and lock on leaving the Centre.
- Please inform the Centre Manager of any problems encountered / breakages etc. These will be charged accordingly.
- Fire doors must be kept shut at all times.
- Any items moved during the period of hire must be returned to its original location.
- The hirer is wholly responsible for the protection of the building and its contents during the hire period. The hirer will be held responsible for any repairs. The Centre Committee will not be held liable for any damage or loss on the property.
- The hirer is responsible for obtaining any public licences required e.g. sale of alcohol.
- The hirer is responsible for health and safety. Where catering is provided then all due care should be taken and at least one person should hold a Food Hygiene certificate or equivalent.
- The hirer will familiarise themselves with all operational systems e.g. fire procedures and lighting.
- The hirer is responsible for the conduct of all users and should ensure minimum disruption to the community. Inappropriate behaviour will be dealt with by the appropriate bodies.
- Supply, or sale, of illegal or hazardous materials, chemicals or drugs is not permitted.
- The committee retains the right to refuse, cancel or terminate the Centre hire at any time.
- The heating system should not be touched at all as it is pre-programmed.
- There is a No Smoking Policy in all parts of the Centre. A covered smoking area is located outside.
- The maximum number of people allowed in the Centre is 300 persons. (Main hall 230, small hall 50 and 20 in other non public access areas).
- The hirer is responsible for ensuring that parking in the car park is orderly and that access is available at all times for emergency services.
- No hazardous materials should be brought into the Centre.
- The use of any naked flame is not allowed. (No candles).
- The Centre must remain open to the public for them to use the toilets from 8.30am-5pm during winter and 8am-8pm during the summer.

The committee have a zero tolerance policy of aggression towards staff and committee members. Anyone using threatening behaviour will be asked to leave and reported to the police.

The committee is keen to assist all user groups and potential users and it is our aim that you enjoy your time at Kilmallie Community Centre. If you would like to discuss any aspect of the Community Centre please feel free to contact any committee member or our Centre Manager and we will do our best to assist you.

## **Fire and smoke procedure**

### *Action to be taken on discovering a fire*

Smoke and heat detectors will set off the fire alarm automatically. Manual call points are also installed at every external exit door and these can be activated if a fire or situation arises and the automatic system has not been triggered.

**If there is a fire or smoke evident the Fire Service must be called by dialing 999.  
(The automatic system merely sends out an alert to a system monitoring company).**

Leave the building by the nearest fire exit taking any required registers of people in the building. Everyone must go immediately to the car park fire assembly point, which is located across from the main entrance red doors. If necessary, move everyone up onto the grass area above the car park pavement.

If the Fire Service ask there is no mains gas supply to the building and no bottled gas within the building.

In the case of a false alarm, please contact the Centre Manager.