

TERMS & CONDITIONS

Hirers of Llanilar Community Centre.

In order that the Hall can be kept in good condition for all, would Hirers please do the following at the end of each hire:

1. Please ensure that the Hall floor is left in good condition (ready for the next user). Sweep or mop the floor to remove any crumbs etc. (Cleaning equipment will be found in the cleaning cupboard).
2. Make sure tables are clean before being put away and put away tables and chairs where you found them.
3. Check that all taps in the lavatories and kitchen are turned off, make sure the lavatories are clean, that the refrigerator is empty and clean if you have used it, and any cups, plates etc. that you have used are washed, dried and put away.
4. Use the bin bags provided to dispose of rubbish in the outside bin and of recycling in the appropriate containers. Any rubbish that exceeds the capacity of the outside bin must be removed by the Hirer.
5. When you leave, check that all fire doors and kitchen hatch fire shutter are closed.
6. Turn off hot water boiler and fridge in kitchen.
7. Switch off all the lights you have put on.
8. IF YOU HAVE TURNED HEATERS OFF THEN PLEASE SWITCH BACK ON AT END OF HIRE.

Insurance

The Hirer is responsible for ensuring that any third party such as a catering company or operator hired to bring equipment such as **bouncy castles onto the Premises has relevant and appropriate insurance, which shall include public liability insurance.**

Thank you for your co-operation.