

Lower Penarth Community Association

Occasional Hirers Information

Contents

Topic	Page No.
Introduction	1
Contracts	1
Keys	2
Invoicing & payments	2
Using the hall	2
Fire Safety	4
Other	5

Introduction

This document contains information on the hire and use of the Lower Penarth Community Centre for all occasional users who rent the Lower Penarth Community Centre on a one-off basis.

Contracts

You will be asked to book in your hire at our online website www.hallbookingonline.com/lpcc where you will need to input your name, telephone number, and email address.

Lower Penarth Community Association

A copy of the Conditions of Hire can be found on our website.

Keys

There is a key safe at the side of the building and the instructions for opening this and accessing the building will be given out a few days before your hire.

Invoicing & Payment for occasional sessions

Occasional hirers will be charged at one of the hourly rates detailed in the pricing schedules available to view on the LPCA Web Page and the LPCA Facebook Page.

Deposit

A £50 cleaning deposit will also be charged. This will be refunded 7 days after your event on condition that the hall has been left in a clean and tidy state, with all rubbish/recycling removed, and tables/chairs etc returned to rightful place. Please note that glitter and confetti are very difficult to remove, particularly from the foyer carpet, and we would ask that you refrain from using it, as you could forfeit your deposit if we need to clean it up! Full payment, made by BACS, needs to be received in advance of the event.

A special agreement to pay by cheque can be made by the hirer with the person holding the LPCA Office of Treasurer at the time of the hire agreement.

Cancellations made prior to two weeks before the booking date will result in a full refund being given. Cancellations within two weeks of the booking date will not attract a refund.

Entering the the Community Centre

The Hirer will be provided with the instructions for the key safe and alarm codes a few days before the booking date.

Lower Penarth Community Association

To enter the premises:

- Open both upper & lower locks on the front door to the community centre, the Intruder alarm will sound.
- Enter your 4 digit access code plus “ent” on the keypad on your left, in the hallway. The alarm will stop.
- There is a switch for the side gates to the left of the alarm which must be in the **OPEN** position as this is part of the fire exit route from the hall.

On leaving the hall

- In the foyer switch gate lock to **CLOSE** position
- Reset the alarm by entering your 4 digit code plus “A” on the keypad.
- Ensure all the lights are turned off.
- Lock the main door using both the upper & lower locks.

Please remember to bring bags with you to take away your rubbish as there is no regular refuse collection from the Community Centre site. Please recycle what you can.

Please do NOT put any form of sticky tape on the walls etc.

Main Hall

If you do not want to use the kitchen and have young children in your group, you must close the door to the kitchen.

You are welcome to use all tables and chairs, but please note the following:

Lower Penarth Community Association

Tables & Chairs

- Please **LIFT** the tables to where you want them to be. Two people can easily lift and carry them. This saves wear and tear on the floor surface.
- The **small red tables** are designed to be heavy so they are stable for toddlers, and **two people** are definitely required to lift and carry them. The red tables fit under the large tables.
- Stack the chairs with **no more than 4 chairs to each stack**. Do **NOT** drag them along the floor as this marks the floor covering
- The red chairs have different coloured legs, use those legs as a guide for stacking, but no more than six per stack.
- Please return the tables and chairs adjacent to the walls.
- **PLEASE leave a gap** between either the wall or radiator and the tables. This prevents the walls, radiators and tables becoming even more scuffed and chipped.

Everyone is entitled to use the kitchen and everything that is on the work surfaces or in the cupboards and drawers **NOT** marked as belonging to a specified group.

The first aid box is located in the kitchens tall cupboard.

All we ask is that:

- Crockery and cutlery are washed, dried and replaced where they came from, leaving the washing up area clean and tidy.
- Tea-towels are not provided and we kindly ask you to bring your own.
- Power to kettles, microwaves and toasters are switched off.
- Teapots are emptied and rinsed out.
- **The Hirer, shall ensure, on vacating the hall, that all waste and recycling is removed from the premises.**
- **REMEMBER – children under 5 are NOT allowed in the kitchen under any circumstances**

Lower Penarth Community Association

If you do not want to use the kitchen and have young children in your group, please close the door to the kitchen

Toilets

- Please keep the toilets clean and tidy, and check on leaving that the taps are fully turned off and that the facilities are in a fit state for the next group using the hall.

Fire Safety

As the person responsible for the event/function you have legal duties with regard to the safety of those persons attending, or working or assisting at, the event/function. Please see the document on Fire Rules and Regulations.

No Smoking Policy

Smoking is **NOT** allowed anywhere within Lower Penarth Community Centre, or in the porch, the grounds and the forecourt.

Contacts

Email: BookingSecretary@PenarthLPCA.onmicrosoft.com