

# **General Information for hiring the Hall or Astro Turf at Minchinhampton Community Hub (Tobacconist Road, Minchinhampton, GL6 9JJ)**

## **Licensing:**

We do not have a license to sell alcohol. You may provide alcohol during your hire, but you may NOT charge for it. We also do not have a license to charge people to view films on either premises (DVD or Internet). You may show a film during your hire but you may NOT charge people to watch it.

## **Rubbish:**

We ask that you take all your rubbish and recycling with you at the end of your hire.

## **Electrical Equipment:**

If you wish to use your own electrical equipment on the premises, it must be PAT tested.

## **Hire charges:**

Minchinhampton Community Hub reserve the right to refuse any subsequent application due to failure to comply with the above conditions and reserves the right of entry at all times.

## **Parking:**

The car park is shared between users of the Hall, the Gym and the Stuart Playing Fields, so please respect other users.

## **Access:**

The key and alarm fob are in a keysafe by the front door – please email the administrator one week prior to your booking to gain the code.

## **Heating:**

The heating switches can be found on the Boiler in the room off the Kitchen. You may turn them on when you arrive, and please do turn them off when you leave. They operate very efficiently and will heat the space quickly.

## **Cleaning:**

All rooms are cleaned regularly, but not in-between every use, so we ask that you ensure that you leave the room clean and tidy for the next user. If you do not wish to clean at the end of your hire, you may request that our cleaner comes in after your hire – this will cost £20 and is subject to the availability of the cleaner. Please email the administrator at the time of booking if you wish to request this service.

The Hoover can be found in the 'Office' which is on the upper/entrance level, clearly marked 'Office'.

If at the end of your hire we feel the room has not been cleaned properly, we reserve the right to charge the hirer for any additional cleaning required. Any damage or breakage to items must be paid for by the user or their organisation.

## **Kitchen:**

You are welcome to use the kitchen in either venue but please leave it clean and tidy. Please bring all of your own refreshments, including tea and coffee. You are welcome to use our crockery and cutlery, but please ensure it's all cleaned and put away after your use. There should be at least 30 glass tumblers, 50 mugs, 24 plastic beakers, 50 small china plates, a small selection of cutlery and a kettle; however, items get mislaid and broken so if you require a specific number, please advise the administrator when making your booking.

- If you will be using the Hall on a regular basis, we will ask to see your Food Safety Certification from Stroud District.

## **Equipment available:**

There are 8 trestle tables and 50 chairs in the store cupboard (at the far end of the sports hall).

There are 2 football goals in the store cupboard at the end of the sports hall which may be used, and then returned as found.

If you wish to use any other equipment in either building, you must seek permission first from the Administrator. In particular, please do not use the equipment belonging to Flip & Twist Gymnastics Club (clearly labelled on the left side of the store cupboard).

Please ensure that all equipment is put away at the end of your hire.

**Alarm:**

The sensor for the Hall is immediately on the right just inside the second door.

To turn the alarm off on entering:

Hold the black plastic fob against the sensor for about two to three seconds. You will hear a bleep and the display should read "SYSTEM UNSET".

To reset the alarm on leaving:

Hold the plastic fob against the sensor for about **five or six seconds**. You will hear a bleep (as before), then a pause, then another bleep. The display should then read "TIMED SET" and continue to bleep rhythmically. This is the time to lock the door and leave, even though you can still hear the bleeps.

**Finally:**

Please respect our neighbour's peace and quiet and, for this reason, discos and loud music are not permitted.

Smoking is strictly forbidden, both on the premises and the grounds.

**Thank you for booking the Hall or Astro Turf. Please do contact the administrator if you have any queries.**

**Administrator:**

Naomi Williams

Tel: 01453 887419 or 07803 045904

Email: n.j.williams@hotmail.com