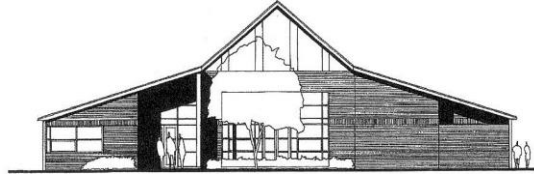


# THE SCAYNES HILL VILLAGE CENTRE TRUST



**A MILLENNIUM PROJECT**  
**SUPPORTED BY FUNDS**  
**FROM THE NATIONAL LOTTERY**



Should the premises be left in an unsatisfactory condition (clause 2.2) or there is any damage that we think should be accounted for then we will liaise with you before any action is taken. We hope that you will understand our needs in this respect. On the satisfactory completion of the hiring the cheque will be destroyed.

The maximum numbers allowed under our premises licence are stated on our web site against the relevant halls. If in doubt please contact us.

## **Alcohol**

If it is your intention to sell alcohol at your event and because the centre is not licensed for the sale of alcohol you will need to apply for a Temporary Event Notice from MSDC and let me know immediately.

(<http://www.midsussex.gov.uk/page.cfm?pageID=6308>) Please send me a copy of the certificate at least 14 days before your event. Failure to do so will result in your booking being cancelled.

**Rubbish and Recycling:** The centre has limited facilities for rubbish disposal and recycling. If you cannot get your rubbish into the bins WITH THE LIDS CLOSED, then you must take it away with you. Do not leave bags alongside the bins.

## **Crockery**

The centre has its own set of crockery and miscellaneous items to hire as listed on the attached order form. If you would like to avail yourself of the service please complete the form and return it to me, at least 14 days before your event. **There are no tea towels or sharp knives at the centre – please bring your own.**

## **Bouncy Castles**

If you will be hiring a bouncy castle for your event we would like to draw your attention to clause 4 of our conditions of hire. Please obtain proof from the supplier that they have comprehensive insurance cover in place and forward a copy of their policy document to me at least 14 days prior to your event. We would point out that, as the Hirer of the bouncy castle, you are personally responsible for the supervision and safety of those using it at all times.

Our steward will open up for you at the time stated above. If you require extra time to set-up then you will need to contact me as the centre will not be available until the start of your booking. The steward will hand you a laminated copy of the fire evacuation procedures which you should return at the end of your booking. As the hirer it is your responsibility to ensure that you receive these procedures and are aware of the steps to take in an emergency.

We would like to remind you that there is no public telephone at the centre, or in the village, so please bring a mobile with you.

If there is any matter which you would like to discuss, please do not hesitate to contact us.

On behalf of the trustees

A handwritten signature in black ink that reads 'Sue Minter'. The signature is written in a cursive, flowing style.

Sue Minter (booking secretary)