

**Stafford North End Community Association (SNECA)  
The Centre, Holmcroft Road, Stafford**

Chairman: Mr Gerald D'Arcy

Hall Manager: Mr Brett Walley 07522 472 627 sneca.manager@gmail.com

Bookings: sneca.enquire@gmail.com

**Terms and Conditions for Single Events**

**Age Limits**

We accept bookings for children's parties, including birthday parties up to and including 13th birthdays.

We accept bookings for adult parties, including birthday parties from 25th birthdays onwards. i.e. We do not accept bookings for birthday parties for 14th to 24th birthdays.

Anyone making a booking must be aged over 25.

**Fire and Safety**

- You must make sure that you locate the fire doors (side doors in Thorpe Hall and back door) and the fire extinguishers (in the foyer, in Thorpe Hall & in the alcove off it and in the corridor.)
- You must make sure that the fire doors have nothing obstructing them throughout your booking.
- Children are not to use the stage area unsupervised as there is no front rail.
- **All chairs must be left facing away from the hall – no more than 5 high** - for safety reasons.
- **No Smoking** is allowed at all on the premises; – this includes the outside area.

**Loss or Damage**

- You are responsible for any loss, damage or accident during your booking.
- The Centre management are not responsible for loss or damage to any property that you and other users bring into the Centre, including into the car park and grassed area.
- Casual Hirers are covered by the Centre's Public Liability Insurance, and a copy of the cover summary will be supplied.

**Bouncy Castles:** Our insurers have made it very difficult to accept bouncy castles because of the number of injuries nationwide.

**Leaving The Centre After Your Booking**

- Cleaning As there will be no cleaners coming into the hall before the event following yours, the hall must be a clean as you found it on arrival. Cleaning tools are kept in the small room to the right at the far end of the corridor.
- Rubbish As there are no bins at the centre because we do not pay rates, all rubbish must be taken away with you. Please come equipped with rubbish bags.
- Checklist You must complete a Checklist to help you leave everywhere clean and tidy. You must sign it and post it into the Centre letterbox in the wall to the left of the front door as you leave.
- Your security payment will be refunded in full if all is left 'as found' and in good order.
- Proportionate deductions may be made depending on any problems caused.

The management's decision will be final.

- If your event ends between 10 pm and midnight, you *may* be able to return the following morning to clear up but this must be agreed in advance, and would have to be completed before 9 30 am.
- For all events ending after 10 pm, please be considerate to our neighbours.

**Feb. 2024 GD**

**The following are not allowed or have limitations** for insurance reasons:

- Bouncy castles – **not allowed**
- Bonfires or other fires, fireworks, floating lanterns – **not allowed**
- If face painting is part of your event, you must tell us and you must follow special requirements.
- The Centre cannot be let to political or activist groups.

### **Maximum Numbers for Events**

**Thorpe Hall:** 200 for a meeting where people are seated in rows  
120 where people are seated at tables e.g. for a meal  
100 for activities such as dancing

**Wilton Room:** 130 for a meeting where people are seated in rows  
80 where people are seated at tables e.g. for a meal  
30 + a leader for activities where people are moving around

### **Animals At The Centre**

All hirers need safe and healthy conditions for their events. If we have agreed that you may hold a session which involves bringing animals into the hall, you have an extra responsibility for helping us to maintain a hygienic environment.

**You must leave the indoor and outdoor areas clean and safe for future users, who may be young children.**

You must

- A) provide cleaning equipment and appropriate cleaning products so that the site of any 'accidents' (e.g. dog urine or poo) is safely cleaned. (The equipment belonging to the hall is **not** to be used for this purpose.)
- B) remove any dog or other animal waste from the premises.
- C) make sure that dogs or any other animals are under constant supervision everywhere on the premises, including the outdoor areas.

Your security payment will be forfeited and you may be charged for cleaning if these rules are broken in any way.