

## TERMS AND CONDITIONS OF HIRE OF THE WOODFORD COMMUNITY CENTRE

Woodford Community Centre Management Committee shall be known as the "Committee" for the purposes of this document.

The accommodation available at the Community Centre comprises:

**Main Hall** - Capacity 200 persons **Small Hall** - Capacity 80 persons A shared kitchen and a large field to the rear of the building. For Health and Safety reasons the capacities of the hall shall not exceed the above numbers during a period of hire.

1. The named hirer on the booking form shall be 21 years of age or over and for the purposes of these conditions shall be the "responsible person".
2. The hirer shall be responsible for:
  - a) Ensuring that the specified occupancy of the premises (see above) is not exceeded and that the conditions of hire are observed by those attending the function. Prior to any booking the hirer will be required to sign a form indicating acceptance and understanding of this and the following conditions.
  - b) Only using the premises for the purpose as described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way and not do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof.
  - c) The cost of making good damage caused to the premises, furniture, fittings etc. Any damage shall be reported to the Caretaker.
  - d) Arranging and putting away of tables and chairs, the removal of all rubbish, and leaving the Hall, including toilets, kitchen and any other rooms, in a clean and tidy state, properly locked and secured unless directed otherwise, failure to do so may incur an additional charge at the discretion of the Committee. All chairs, irrespective of where you found them, must be stacked no more than 10 high and stored in the storeroom. The chair dolly must always be used when removing chairs from the main hall store cupboard. Under no circumstances should chairs be lifted from the back of the stack. Chairs should be moved with the dolly provided and then any required chairs removed from the front of the stack. Chairs in the small hall should be stacked between four and six high at the end of the hall on the right hand side as you walk in from the car park. Tables must be wiped down and placed in the table racks.
  - e) Providing black plastic disposable bags and removal of any excessive waste from the community centre site to the dustbins at the rear of the kitchen. Please place all cardboard in the cardboard bin and not in the general rubbish container. Thank you.
  - f) Ensuring that all persons on the premises act in a seemly and orderly manner.
  - g) In the event of a fire, ensure that the fire evacuation procedures listed at the foot of these terms and conditions are adhered to and made clear to all people using the hall.
  - h) Ensuring that no unauthorised persons are allowed to gain access to the premises.
  - i) Ensuring that the "Bar Service" section of these terms and conditions are duly complied with.
  - j) Ensuring that no illegal substances are brought onto or consumed on the premises.
  - k) Ensuring that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.
  - l) Ensuring that any electrical appliances brought by the hirer and / or entertainer to the premises and used there shall be safe and in good working order having a current certificate of PA test and used in a safe manner.
  - m) Ensuring that under no circumstances, either of the vehicular entrances to WWMCC premises become blocked in such a way as to prevent access or egress to the premises.

- n) Observing all relevant food health and hygiene legislation and regulations if preparing, serving or selling food on the premises.
  - o) Ensuring that any activities for children under eight years of age comply with the provisions of The Children's Act 1989 and that only fit and proper persons have access to the children.
  - p) Ensuring that children are supervised at all times by their parents, guardian or recognised responsible adult with appropriate CRB checks where required.
3. **Animals are STRICTLY FORBIDDEN to be on the carpeted area of the large hall and in the kitchen. Contravention of this condition will result in immediate termination of your event and cancellation of any future bookings.**
  4. Failure to pay the deposit or make full payment for hiring the hall at least one month prior to the date of hire may result in the cancellation of that booking.
  5. Provisional bookings will only be held for two weeks. If, after two weeks of the provisional booking being made, we do not receive a completed, signed booking form and deposit WWMCC will let the date become available for hire again. This will occur automatically and without reference to the potential hirer.
  6. The usual hours of hire of WWMCC for special events are:-
    - a) Monday to Saturday - 8 am to midnight at which time the bar would close at midnight and music would end at midnight. However soft background music may continue until 12.30am and we would ask the Centre be closed at 12.30a.m.
    - b) Sunday - 8 am to 11.00 pm. Any bar and disco shall end at 11pm, premises to be empty by 11.30pm.
    - c) Any variation to the above times will require the express permission of the Committee and at least 28 days notice.
    - d) Failure to vacate the premises on time may, at the discretion of the Committee, result in an additional charge
  7. The usual hours of hire of WWMCC for non-special events ie regular hirings through the week such as dance classes, badminton, dog training etc are:- 8am – 11pm. Failure to vacate the premises on time may, at the discretion of the Committee, result in an additional charge. Similarly, should you require access to the premises prior to 8am, additional charges will be applied.
  8. Failure to clear the premises of any equipment at the conclusion of a letting may incur an additional charge at the discretion of the Committee.
  9. Deposits for bookings of WWMCC are non refundable.
  10. The Committee does not accept liability for loss or damage to clothing or articles left on the premises.
  11. Posters / signs advertising your event may only be displayed with prior permission from the committee and you may not use any substance / method of application that may cause damage to the fabric of the property. Please make sure these are taken down at the end of your event.
  12. The Community Centre Committee reserves the right to vary the hire charges and the conditions of hire at any time but to give as much notice as is possible.
  13. In order that disruption to local residents is kept to a minimum, hirers are asked that those attending a function ensure that the minimum of noise is made on arrival and departure.
  14. The Committee reserves the right to cancel this hiring in the event of the hall being required for use as a Polling Station for a Parliamentary, European or Local Government election or by-election, in which case the Hirer shall be entitled to a refund of any deposit already paid.
  15. The Committee reserves the right to refuse a booking without notice or to cancel this hiring agreement at any time either before or during the term of the agreement upon giving 7 days notice in writing to the hirer.

16. The hirer shall be entitled upon such notice to reimbursement of such monies including the deposit or a proportion of the same as have been paid by the hirer to the Committee but the Committee shall not be liable to make any further payment to the hirer.
17. The Centre cannot be held responsible for any equipment, brought to the Centre. It is the responsibility of the hirer to ensure that all equipment is safe to use. Please see note 2(l).
18. Similarly the Centre cannot be responsible for any outside caterers. It is the responsibility of the hirer to ensure that their caterers have the necessary qualifications with regard to Food Hygiene and Health & Safety.

### **Cleaning**

Please note that all cleaning and tidying of the centre must be done immediately at the end of the event unless prior arrangement has been made with the committee for this to take place at an alternative time. If you do not wish to do this then we can arrange for this to be done on your behalf at a cost of £75.00 for the large hall and £50.00 for the small hall.

### **Kitchen**

Please note that ordinarily the kitchen is a shared resource between the two halls, however, should your event be dependant on sole use of the kitchen may we respectfully suggest that you ensure that you hire both halls. Animals are strictly forbidden to be in the kitchen.

### **\*\*Bar Service\*\***

A full bar service is provided by a third party organisation on a sales only basis for the sale of both alcoholic and non alcoholic beverages.

- Any provision / consumption of your own alcohol / soft drinks is strictly forbidden.
- It is not permitted for any outside caterer you use to provide you with alcohol for your event. The only exceptions to this are children's parties where you are providing juices etc with the children's food.
- You are required to ensure that no alcohol is consumed by persons under 18 years of age.
- Any breach of these rules prior to the event will result in immediate cancellation by WWMCC of the event and any breach of these rules during the event will result in your event being closed immediately by the Designated Premises Supervisors.
- Under no circumstances will any "off premises sales" be available at any time.

### **Fire Procedure**

You should at all times ensure that all the designated exits are kept clear.

You are required to ensure that those attending the function are made aware of the designated exits which should be used in the event of an emergency. Please see instructions below in case of fire.

In all but minor instances you should evacuate the premises as quickly as possible via the designated exits. These exits will be shown to you and they are also clearly marked on the four plans which are displayed in both halls. (Two in the large hall and two in the small hall). Where minor fires are controllable please use the fire fighting equipment provided. This is provided in the form of five extinguishers and their locations are next to the designated exits. Please make yourself familiar with their locations.

In all other cases please call the fire brigade, the alarm does not automatically call them for you. There are five break glass points, three in the large hall by the exits, one in the small hall by the main entrance / exit and one in the kitchen by the rear door.

When exiting the building, please do not stop to pick up personal items, these are replaceable, you are not. The fire assembly point is the flagpole in the car park next to the main gate.

### **First Aid**

First Aid boxes can be found in the kitchen next to the constant water boiler and back stage on the shelf located at the top of the steps to the left hand side of the stage. A first aid box is also kept behind the bar. The accident book is next to the first aid box in the kitchen.

**Information**

Any complaints relating to the hire of the Community Centre should be made in writing to:  
The Chairman, Woodford Community Centre, Chester Road, Woodford, Stockport, Cheshire SK71PS

Bookings: Please telephone 0161 439 1651