

# **Kedington Community Association Standard Conditions of Hire**

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Any hiring which includes the Sale or Supply of Alcohol or Regulated Entertainment  
will be subject to 'Special Conditions of Hire'

## Kedington Community Centre - Standard Conditions of Hire

These Standard Conditions apply to all hiring's of Kedington Community Centre ("the community centre"). If the Hirer is in any doubt as to the meaning of any of these Conditions the Booking Clerk should immediately be consulted. Contact details will be on the Booking Form or see notice on display.

### 1. Access & Supervision

On payment of the Full Hire Fee and Damage Bond the hirer will be issued with a code to the Keysafe located on the wall adjacent to the front entrance along with instructions to open it. At the end of hire the keys to the community centre must be replaced in the Keysafe. If they are not returned the Damage Bond may be forfeited. Duplicating keys for the community centre is not allowed without the express permission of the Chairperson or Centre Coordinator

The Hirer shall, during the period of the hiring, be responsible for supervision of the Community Centre, the fabric and the content. This includes their care, safety from damage however slight or alteration of any sort; the behaviour of all persons using the community centre whatever their capacity; proper supervision of car parking arrangements, so as to avoid obstructions of the highway and access by emergency service vehicles. As directed by the Association Secretary, the Hirer shall make good or pay for all loss from or damage (including accidental damage) to the community centre or to the fixtures, fittings or contents, and for loss of contents.

### 2. Licensing Act 2003 – Premises Licence

Kedington Community Association has been granted a Premises Licence under the Licensing Act 2003 by West Suffolk District Council authorising the community centre to be used for the following licensable activities:-

- ◆ The Sale and/or Supply of Alcohol by Retail and
- ◆ Provision of Regulated Entertainment (music, dancing, stage plays, showing of Films and entertainment of a similar description)

A copy of the Operating Schedule is included as an appendix to the Special Conditions (if any) or a copy can be supplied by the Booking Clerk on request of the Hirer.

#### **Details of Regulated Entertainment and Permitted Hours are shown at Appendix A**

The Hirer and Personal Licence Holder (if different) must comply with all conditions contained within the Operating Schedule and adhere to the Permitted hours. Failure to do so may render the Hirer and Personal Licence Holder liable to a criminal prosecution for permitting an offence.

The sale or supply of alcohol at the Community Centre is the responsibility of the Community Council. A Booking Form must be completed and approval given for each occasion authorised. In addition a Personal Licence Holder must be on the premises on each occasion that alcohol is sold or supplied.

### 3. Use of Community Centre

The Hirer shall not use the community centre for any purpose other than that described in the Hiring Agreement. The community centre may not be sub-let or assigned. The Hirer may not allow the community centre to be used for any unlawful purpose or in any unlawful way nor do anything, nor bring onto the community centre anything which may lead to unlawful activities. **The Hirer may not allow the sale or supply of alcohol in the community centre without providing details of the Personal Licence Holder at the time of booking.**

#### **3(a) Use of Confetti and Glitter**

During the hire confetti, glitter and similar products must not be used either separately or inside balloons and all balloons are to be removed at the end of hire. This applies inside and out outside the Centre. Failure to do so may result in the Centre Damage Bond being fortified to pay for the additional clearing/cleaning required.

#### 4. Removal of Property and Refuse

Unless otherwise agreed, in writing, by the Booking Clerk, the Hirer shall be responsible for ensuring that any property taken into the community centre for use during the period of hire is removed immediately the hiring ceases. If not, the Booking Clerk may remove and store such property and the Hirer repay Kedington Community Association on demand the cost of such removal and storage (see paragraph 18).

All rubbish shall be placed in the Wheelie bins provided using the plastic sacks provided. Larger items are to be broken down prior to disposal. (It should be noted that it is the responsibility of the Hirer to remove surplus jumble etc. from the community centre, as this is deemed to be property and not rubbish and, as mentioned above, such property must be removed immediately after the completion of the hiring period).

#### 5. Gaming, Betting and Lotteries

The Hirer shall ensure that nothing is done on or in relation to the community centre in contravention of the law relating to gaming, betting and lotteries. Information can be obtained from West Suffolk District Council.

#### 6. Public Safety

- i) The Hirer shall comply with all conditions and regulations made in respect of the community centre by the Fire Authority, Local Authority or otherwise particularly in connection with any event which includes public dancing, music or other similar public entertainment or stage play/showing of films. All scenery, props and curtains must be made fire proof/retardant.
- ii) The number of persons permitted on the Licensed Premises at any one time **shall not exceed: 160**  
We recommend that if everyone is to be seated at tables **100** max.  
and **120** when used for dancing or closely seated audience
- iii) Seating in the main hall should be arranged to allow free and ready access direct to the exits. Further information for Hirer's may be obtained from the Booking Clerk or Health & Safety Officer before the event to discuss compliance with regulations.
- iv) When the community centre is to be used with a closely seated audience the Hirer shall make sure that there are at least two attendants to help people exit safely in the event of an emergency. Also the Hirer shall be responsible for producing a seating plan which complies with relevant Fire Regulations and comply with the provision of **gangways and seating as per APPENDIX G**
- v) All Fire Exits shall be kept free from obstruction and combustible material/storage.
- vi) COVID-19 Additional Conditions of Hire will apply until further notice and a copy will be provided to the Hirer. who is responsible for completing a COVID-19 risk assessment for the activity/event being organised.

#### 7. Health, Hygiene, Wheelchair and AED

The Hirer shall, if preparing, serving or selling food observe all relevant food health and hygiene legislation and regulations. **An information sheet for users of the kitchen is provided at Appendix J**

A basic First Aid box is located in the kitchen within the community centre however, the Hirer is responsible for ensuring that there is adequate and appropriate First Aid equipment available depending upon the nature of the hiring. Kedington Community Association fully accepts the responsibilities placed upon it by the Health & Safety Acts and will continually work to provide safe and healthy conditions for all persons they employ, and all persons legally using or hiring community centre owned property or equipment.

The Association requires all affiliated organisations, and all other Hirers of the community centre to appoint representatives responsible for bringing Health & Safety matters to the attention of the Association. Urgent safety matters must be reported as quickly as possible to the Booking Clerk. The Association will carry out safety checks on equipment at the community centre on a regular programmed basis, and Hirers are asked to take all precautions in the use of any equipment or apparatus with which they are not familiar. **SAFETY RULES FOR HIRERS** is included at **APPENDIX F** The Hirer is strongly advised to make sure that these rules are complied with to ensure the safety for everyone attending the event.

A wheelchair is provided for use by hirers but must only be used within the Community Centre or immediate area outside. It must not be taken away from the premises and **MUST** be secured in the Accessible Toilet after use.

An AED is located in main hall for use in emergencies. If used please inform the Booking Clerk .

## 8. Electrical Supply & Appliance Safety

The Hirer shall ensure that any electrical appliances brought by them to the community centre and used there shall be safe and in good working order, and used in a safe manner. Hirer's must provide their own portable residual circuit breaker to comply with the conditions of the Premises Licence.

All power to the community centre is covered by a circuit breaker.

**If this trips, please follow the instructions in Appendix B.**

## 9. Fire Safety Procedures & Equipment

In the event of a fire the Hirer shall ensure that the Community Centre and Parish Council Office and Library (if open) are evacuated in an orderly manner using the appropriate exits and that the Fire Brigade called by dialling '999' using the phone in the community centre. The Hirer shall nominate a responsible person to call the Fire Brigade in the event of a fire.

Fire Instructions are included at **Appendix C** which will assist the Hirer and responsible person to brief guests and attendants as appropriate. The exact location of Fire Exits and Fire Extinguishers must be noted before the Hall is occupied and the manner of opening Fire Doors should be made known to your guests. A plan showing these is shown on **Appendix D**.

The Fire Brigade shall be called to any outbreak of fire, however slight, and details thereof shall be given to the Booking Clerk as soon as possible.

## 10. Loss/ Theft, Indemnity, Copyright and Fly Posting

### 10.1 Loss/Theft

The Association will not be responsible for:

- i) any theft, loss or damage to any property, goods, articles or things left in the community centre, either by the Hirer, for his use or purposes, or by any other person, or left or deposited with any representative of the Association.
- ii) any loss, damage or injury which may be incurred by any person using the community centre during the hiring.
- iii) for any loss due to any breakdown of machinery, failure of electricity, leakage of gas or water, fire, government restriction or act of God which may cause the community centre to be temporarily closed so as to affect the hiring or the hiring to be interrupted or cancelled.

### 10.2 Indemnity

The Hirer shall indemnify and keep indemnified each member of the Association and the Community Centre's employees, volunteers, agents and invitees against (a) the cost of repair of any damage done to any part of the community centre including the curtilage thereof, or the content, of the community centre and (b) all claims in respect of damage or loss of property or injury to persons, arising as a result of the use of the community centre (including the storage of equipment by the Hirer). The Hirer will be responsible for taking out adequate insurance to insure the Hirer and members of the Hirer's organisation and invitees against all claims arising as a result of the hire.

**The Association is insured against any claims arising out of it's own negligence only.**

### 10.3 Copyright

The Hirer shall indemnify the Association against any infringement of copyright which may occur from the hiring.

### 10.4 Fly Posting

The Hirer shall not carry out or permit fly posting or any other form of unauthorised advertising for any event taking place at the community centre, and shall indemnify and keep indemnified each member of the Association against all actions, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the local authority.

## 11. Accident and Dangerous Occurrence Reporting

The Hirer shall report all accidents involving injury to the public to the Booking Clerk as soon as possible and complete the relevant section in the community centre's Accident Book located in the kitchen. Any failure of equipment either that belonging to the Association or brought in by the Hirer must also be reported as soon as possible and recorded in a separate book provided for this purpose in the kitchen. Certain types of accident or injury must be reported to the local authority (West Suffolk District Council). The Health & Safety Officer will give assistance in completing the appropriate form. This is in accordance with the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995.

## 12. Animals

The Hirer shall ensure that no animals (including birds) except guiding dogs are brought into the community centre other than for a special event agreed to by the Association. No animals are permitted to enter the kitchen at any time.

## 13. Children and Vulnerable People

The Hirer shall ensure that any activities for Children and Vulnerable People comply with all relevant legislation and in particular are fully compliant to the requirements of the **Independent Safeguarding Authority**, and that unsuitable people do not have access to these vulnerable groups. The Association has its own policies on these matters which are available if requested. Hirers having any doubts about the activity they are intending to do should seek advice from the appropriate authorities as to whether or not they have a statutory duty to comply.

## 14. Sale of Goods

The Hirer shall, if selling goods in the community centre, comply with Fair Trading laws and any code of practice used in connection with such sales. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed, along with the organiser's name and address and that any discounts offered are based only on Manufacturers' Recommended Retail Prices. Hiring's which are for personal gain or profit are not permitted in the community centre.

## 15. Cancellation

If the Hirer wishes to cancel the booking written notice must be given to the Booking Clerk at least 28 days before the date of Hiring. Where such notice is received less than 28 days before the date of the event, the Hirer shall forfeit the full hiring charge but this may be reduced if the Association is able to conclude a replacement booking at the community centre.

The Association reserves the right to cancel this hiring by written notice to the Hirer in the event of:

- (i) the community centre being required for use as (a) a Polling Station for a Parliamentary or Local Government election or by-election or (b) as an emergency rest centre by the local authority.
- (ii) the Association reasonably considers that (i) such hiring will lead to a breach of the Operating Schedule or other legal or statutory requirements, or (ii) unlawful or unsuitable activities will take place at the community centre as a result of this hiring or
- iii) the community centre becoming unfit for the use intended by the Hirer.
- iv) If required to close by government or local authority legislation

In any such case the Hirer will be entitled to a refund of any hiring charge and/or deposit already paid, but the Association shall not be liable to the Hirer for any resulting direct or indirect loss or damages resulting from such a cancellation. (See also paragraph 10.1(iii)).

## 16. Noise

The Hirer shall ensure that the minimum of noise is made on arrival and departure particularly late at night and during the early hours of the morning. Car doors banging, in-car music and loud talk in the car park are disturbing to local residents and unacceptable.

## 17. End of Hire

The Hirer shall be responsible for leaving the community centre and surrounding area in a clean and tidy condition. This also means that all tables must be wiped clean, and tables and chairs returned to their original storage position (**See Appendix E for plan**). All crockery must be washed and put away. The floors of the main hall and of the committee room shall be swept. Any additional cleaning costs incurred by failure to observe this clause will be recoverable from the Hirer.

An '**End of Hire Checklist**' (**APPENDIX I**) has been produced to assist hirers but this does not replace the obligation to comply with all the Standard Conditions contained herein or Special Conditions of Hire if applicable.

Any other contents, temporarily removed from their usual positions shall be properly replaced by the Hirer. Hirers are responsible for making sure that all lights are extinguished, all water taps turned off and basin plugs removed. All doors (except doors to main hall) and windows shall be closed and exterior doors securely locked. Failure to comply with this clause resulting in an officer of the Association being called out either to secure the community centre or to deal with any other item listed will result in the Hirer incurring an extra charge of £20 or such other sum at the discretion of the Association.

The Hirer shall not continue to occupy or continue to use the community centre after the expiry of the period of hire. If the time is exceeded without authority for any reason the Damage Bond, will be forfeited and the hirer will, in addition, be responsible for any loss or damage occasioned by the Association by reason of such continued use. Attention is drawn to the Permitted Hours (**Appendix A**) and Operating Schedule of the Premises Licence with regard to its Conditions and the criminal liability for any breach thereof.

## 18. Stored Equipment/Other Property

The Association accepts no responsibility for any stored equipment or other property brought on to or left at the community centre and all liability for loss or damage is hereby excluded. All equipment and property other than stored equipment must be removed at the end of each hiring. Failure to comply with this requirement may result in fees being charged equivalent to the same hiring fee per hiring for each day or part of a day until it is removed.

The Association may, at its discretion dispose of any items left behind by Hirer's by sale or otherwise on such terms and conditions as it thinks fit and charge the Hirer any costs incurred in storing and selling or otherwise disposing of the same. This action may be taken in the following circumstances:-

- (a) In respect of stored equipment, on failure by the Hirer either to pay the storage charges due or to remove the items within 7 days after the agreed storage period has ended; or
- (b) In respect of any other property brought on to the community centre for the purposes of the hiring, on failure by the Hirer to remove the items within 7 days after the hiring,

## 19. No Alterations

No alterations or additions may be made to the community centre nor may any fixtures be installed or placards, decorations or other articles be attached to any part of the community centre without the prior written approval of the Booking Clerk. Any alteration fixture or fitting or attachment so approved shall at the discretion of the Association remain in the community centre at the end of the hiring and become the property of the Association. If, at the discretion of the Association the fixtures, fittings or attachments are subsequently removed by the Hirer, the Hirer shall make good to the satisfaction of the association any damage caused to the premises by its removal.

## 20. No Rights of Occupancy

This Hiring constitutes permission to use the community centre only in accordance with the expressed conditions and terms and confers no tenancy or other right of occupation on the Hirer.

## 21. Right of Entry

Any officer, agent or council member of the Association, or any police officer, fire officer or licensing authority officer has the right of entry to all parts of the community centre at all times.

## 22. Prohibited Activities

The Hirer is advised that the following activities are prohibited and failure to comply may result in the forfeiture of the deposit paid at the discretion of the Association unless written permission has been obtained in advance from the Booking Clerk.

- The playing of ball games other than table games and indoor bowls within the community centre.
- **Smoking is illegal and not permitted anywhere inside the community centre. This prohibition includes the use of all types of Electronic Cigarettes and Vapes.**
- Buses and coaches shall not be driven to the car park by any route.
- No nails, screws or similar objects may be driven into the walls, platforms, floors, ceilings or furniture in the community centre. Scenery, decorations and other constructions must be supported without being fixed to community centre property.
- No person wearing unsuitable footwear is allowed to take part in activities which may damage the floor.
- No combustible decorations or other combustible materials (including candles) are to be brought into the community centre.
- The use of Chewing Gum is banned at the Community Centre.
- The public showing of films and TV programmes without the proper Licence. This will avoid any potential infringement of Copyright Laws which carry substantial penalties.

## 23. Disputes and Complaints

In the case of any dispute, the decision of any officer of the Association shall be final at the time of the incident. Any complaints regarding the use of the Centre must be made in writing to the Association Secretary within 72 hours of the occurrence. The address to write to can be obtained from the Booking Clerk or Authorised Representative

## 24. Heating & Hot Water

There are four heating zones each with its own Thermostat Control panel namely; Main Hall, Kitchen and lobby, Toilets and Changing Room and Library. Generally there is no need to interfere with the control unit but if additional heat is required refer to the instructions in **APPENDIX H**. For the heating to operate efficiently the electric fans on the heater units must be switched on.

The pressurised Hot Water system can be overridden—See **Appendix K**

**Licensing Act 2003 – Premises Licence**

**Kedington Community Centre**

**Operating Schedule – Permitted Hours**

**Sale/Supply of Alcohol by Retail**

Monday to Thursday	11am to 11pm
Friday and Saturday	11am to 11.30pm
Sunday	11am to 10.30pm
Exceptions :- Christmas Eve until 12.30am and New Years Eve until 1am	

**Regulated Entertainment:-**

**(A) Live and Recorded Music and Dancing (and entertainment of a similar description)**

Monday to Thursday	8am to 12midnight
Friday	8am to 12.30am
Saturday	10am to 12.30am
Sunday	10am to 11pm
Exceptions :- Christmas Eve until 1am and New Years Eve until 2am	

**(B) Performance of Plays / Dance/Showing Films and Facilities for Making Music**

Any day of the Week	10am to 11pm
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**(C) Indoor Sporting Events**

Monday to Saturday	8am to 12midnight
Sunday	10am to 11pm

**THERE ARE NO PERMITTED HOURS ON CHRISTMAS DAY OR GOOD FRIDAY**

**IT IS A CRIMINAL OFFENCE TO OPERATE OUTSIDE OF THESE HOURS**



## **ELECTRICAL SUPPLY FAILURE – ACTION TO BE TAKEN**

In the event of the electrical supply tripping out please follow these instructions:

1. When this happens the fire alarm may sound on the fire alarm panel which is situated in the entrance lobby. This can be turned off as follows:-

**Using the small red key in the Fire Alarm panel make a quarter turn to the left and press the red silence sounders. This will turn the alarm off.**

2. It will then be necessary to reset the relevant trip switch which is situated in the electric meter cupboard (to the left of the kitchen door to leading to the patio). There is a large cabinet with several trip switches numerous circuits which are all labelled. This should identify which circuit has tripped.

**It is likely that a single circuit has tripped e.g. Main Hall lights. All that is required is to return the trip switch to the 'on' position. .**

3. If it trips back again then it is an indication that there may be some faulty equipment which should be unplugged and the sequence repeated to identify the source of the problem.
4. When the electrical supply is back to normal the fire alarm panel key should be returned to the upright position to enable the system.

If **ALL** power is lost it will be the Mains Isolator that has tripped



**IF THE TRIP FAILS TO RESET AFTER FOLLOWING THE ABOVE INSTRUCTIONS YOU MUST CONTACT THE CARETAKER OR IF NOT AVAILABLE THE BOOKING CLERK WHOSE NAME AND TELEPHONE NUMBERS CAN BE FOUND ON THE NOTICE BOARD IN THE ENTRANCE HALL.**

# Kedington Community Centre

## FIRE ACTION PROCEDURE

### ACTION UPON DISCOVERING A FIRE

- 1) Remove anyone **in immediate** danger.
- 2) Raise the alarm by operating the nearest fire alarm break glass call point.
- 3) Close all doors surrounding the fire.
- 4) Attack the Fire **IF SAFE TO DO SO** using the appropriate fire extinguisher and **WITHOUT TAKING PERSONAL RISKS**.
- 5) **Evacuate** the building.

### ACTION UPON HEARING ALARM

- 1) **Evacuate** all persons from the building quickly and proceed to the assembly point. Give assistance to any disabled people on the premises.
- 2) The person discovering the fire should call the Fire Service by dialling '999' using the phone in the hallway.

The **location** is:

**Kedington Community Centre,  
Arms lane,  
Kedington,  
Suffolk, CB9 7QQ**

The **phone number** is:

**01440 704105**

- 3) **DO NOT STOP** to collect personal belongings.
- 4) **DO NOT RE-ENTER** the building until told to do so by the Senior Fire Brigade Officer.

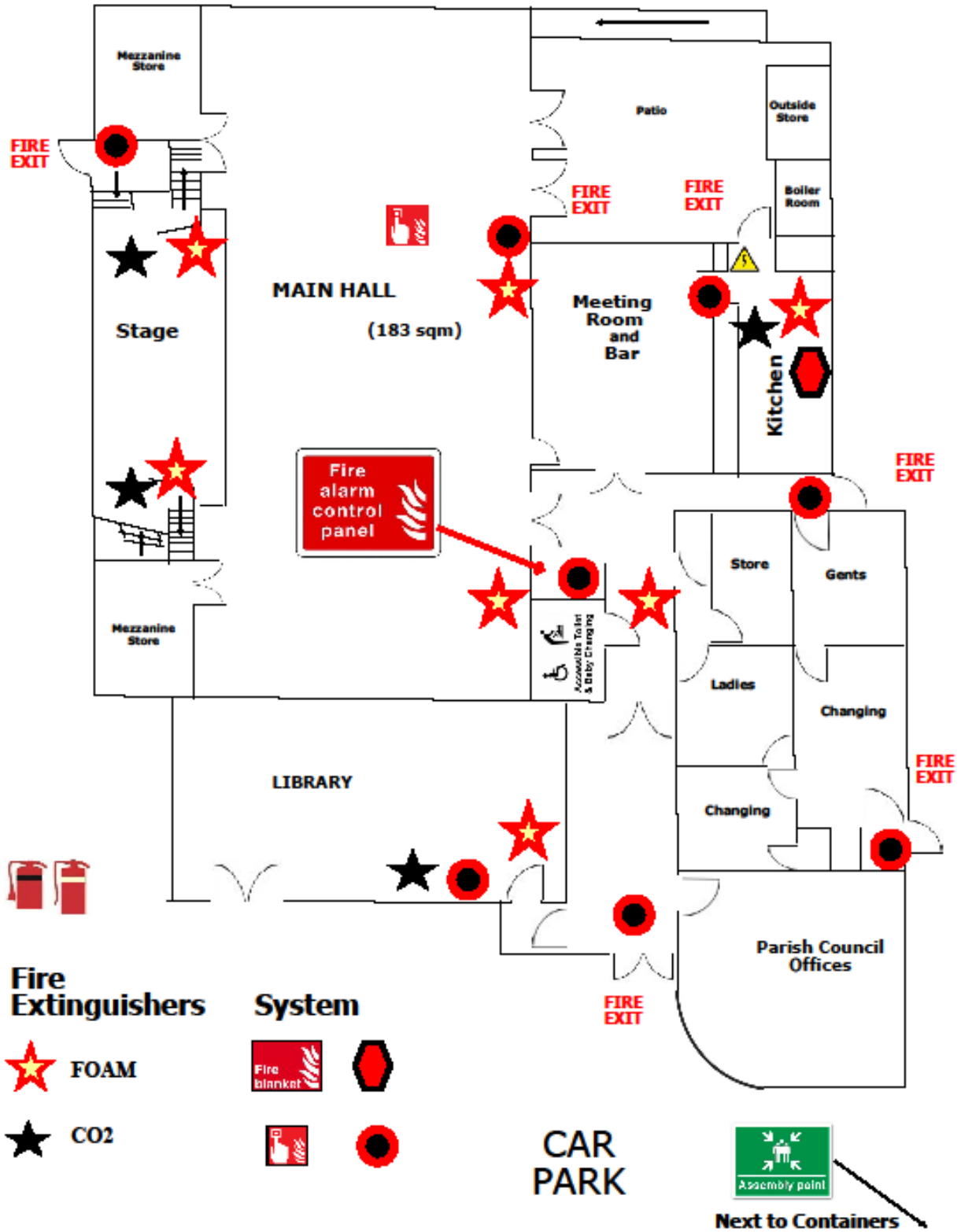
The **ASSEMBLY POINT** is located:

**MAIN CAR PARK BY ARMS LANE**

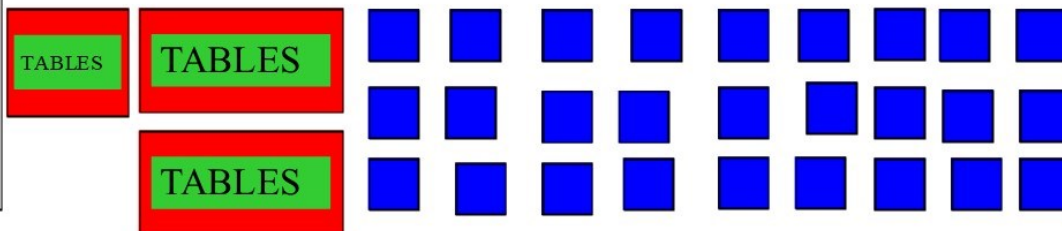
# APPENDIX D

Kedington Community Centre  
Arms Lane  
Kedington  
CB9 7QQ

## FIRE SAFETY EQUIPMENT



Black Screens



Please stack chairs 6 high (max) facing wall.

**Position of Tables and Chairs when leaving Community Centre**



Padded chairs



Trolleys for Long Tables



Trolley for Small Tables

Black Screens are not to be moved without permission  
Stage steps to be left on stage behind curtain

N.B.  
Padded Chairs and Tables are NOT to be used on the Great Meadow.  
Thank You

**WARNING!**  
Do not stack chairs more than 6 high  
Do not lift more than 2 chairs at a time. Use chair trolley provided.



Old Plastic Grey Chairs 2 x 6 high

RAD

Stage

RAD

## SAFETY RULES FOR HIRERS

**Adherence to these Rules will minimise the risk of injury or harm:**

**Ensure that all Fire Exit doors are kept clear AT ALL TIMES.**

**Main water stop valve is located in the Gents toilet (cubicle nearest changing room)**

**Do not** operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc.

**Do not** work on steps, ladders or at height until they are properly secured and **another person is present**

**Do not** leave portable electrical or gas appliances operating while unattended

**Do not** bring onto the property any portable electrical appliances which have not been Portable Appliance Tested

**Do not** attempt to move heavy or bulky items (e.g. stacked tables or chairs) – use the trolleys provided or seek assistance. **Do not** store heavy items on shelving above waist height.

**Do not** stack more than 6 chairs at a time or attempt to lift more than 2 chairs at a time.

**Do not** attempt to carry or tip a water boiler when it contains hot water. Leave it to cool **before** doing so.

**Do not** allow children in the kitchen except under close supervision (e.g. for supervised cookery lessons or, in the case of older children, for supervised serving of food at functions). Avoid over-crowding in the kitchen and **do not** allow running.

**Do not** allow chairs or tables to be stood or climbed upon

**Wear** suitable protective clothing when handling cleaning or other toxic materials.

**Report** any evidence of damage or faults to equipment or the building by telling the Booking Clerk as soon as possible. Urgent reports should be reported by phone. A notice in the hallway provides contact details.

**Report** all accidents and injuries in the Accident Book.

**Be aware and seek to avoid** the following risks:

- ◆ creating slipping hazards floors – mop up any spills immediately
- ◆ creating tripping hazards such as buggies, umbrellas, mops and other items left in halls and corridors
- ◆ use adequate lighting to avoid tripping in poorly lit areas
- ◆ **risk to individuals while in sole occupancy of the building**
- ◆ risks involved in handling kitchen equipment e.g. cooker, water heater, kettles, knives
- ◆ creating toppling hazards by piling equipment e.g. in store cupboards
- ◆ ensure that all lights are switched off and windows and doors are locked upon leaving the building

**IT IS AGAINST THE LAW TO SMOKE ANYWHERE INSIDE THE COMMUNITY CENTRE  
and all types of electric cigarettes/vapes are not allowed inside.**

**Please follow COVID-19 safety guidance**

## Gangways and Seating – Theatre Style

If the chairs at Community Centre are to be used in a Theatre Style the following conditions must be complied with:

- 1) All Chairs must be linked together in units of not more than twelve (or Twenty Four with a gangway at either end).
- 2) Gangways not less than 1.06 metres (3ft 6ins) wide shall be provided leading to the exit doors AND gangways not less the 1.06 metres (3ft 6 ins) wide shall be provided intersecting the rows of seats in such manner that no seat shall be more than 3.6 metres (12ft) from a gangway measured in the line of seating.
- 3) Seating in excess of 75 is not permitted until further notice.
- 4) **No seat shall be more than 18 metres from the Fire Exit Doors.**
- 5) Between the rows of seating there shall be a space of not less than 30 cm's (12 inches) measured from the back of any seat to the front of the seat immediately behind.
- 6) At least two attendants must be present to help people exit safely in the event of an emergency.
- 7) Before the start of any performance at which closed seating is used the audience must be informed of what to do in the event of a Fire or any other emergency requiring the evacuation of the Centre.
- 8) No person other than attendants shall be allowed to sit or stand in any passage or gangway during any performance or entertainment.
- 9) Every gangway or passage shall, at all times, be kept entirely free from chairs or any other obstruction, including such chairs as are permitted for the personal use of attendants.

### Thermostat Control of Heating



The Central Heating at the Community Centre has 4 controllable zones:

1. Main hall 2. Kitchen/Bar/Lobby 3. Toilets/Changing Rooms 4. Library.

A pre-programmed Control unit (as above) is located in each area to ensure that the building is warm enough throughout the colder months of the year.

**To temporarily call for more heat or to switch off the heating:**

**Press A or V until required temperature is displayed.**

If the gas flame symbol above the temperature is visible this indicates the boiler is on.

It should be noted that ONLY the Thermostat Control should be operated to control the heating. Please do not switch off any of the heaters or radiators.

Thank You

## End of Hire Checklist

## APPENDIX I

The Hirer/User shall be responsible for leaving the Community Centre in a Safe and Secure state and in a clean and tidy condition.

This means that **ALL:**

1. Tables must be wiped clean
2. Tables and chairs returned to their original storage position (Appendix E).
3. Crockery must be washed, dried thoroughly and put away
4. Lights switched off
5. Electrical equipment is switched OFF except:
  - ◆ Fridge and Freezer is left ON.
6. Water taps in kitchen and toilets are turned off and basin plugs removed.
7. External and internal Doors and Windows **MUST** be securely closed/locked regardless of whether or not used during hire.
8. Curtains are closed

AND:

9. The floor of the main hall and committee room must be swept and any spillages etc. must be properly cleaned. Mop and bucket must be washed out with clean water before return to the kitchen store.
10. Any other contents, temporarily removed from their usual positions shall be properly replaced by the Hirer
11. Main gate is padlocked shut by last person leaving the site.

Any additional cleaning costs incurred by will be recoverable from the Hirer/User. See paragraph 17 of the Standard Conditions of hire for full details and penalties for non compliance.

**Chewing Gum is not permitted in the Community Centre**



## Information for Users of the Kitchen

<b>FRIDGE and FREEZER</b>	Please leave these switched ON. Do not turn off.
<b>COOKER</b>	Main Switch – Located on back wall to the left of the cooker. Rotate the large red control switch On or OFF as required.
<b>FAN OVEN</b>	Rotate Upper Switch then set temperature on lower
<b>GRIDDLE</b>	A RED light illuminates constantly when Main Switch is ON. Set temperature with the rotary control and green light will illuminate while griddle is heating.
	<b>TURN OFF COOKER AT MAIN SWITCH AFTER USE</b>
<b>CANOPY</b>	Press fan and light buttons to switch each on
	Do not leave these running longer than necessary
<b>WATER BOILER</b>	The main switch is to the right of the unit. Please switch off after use.
	To fill a Teapot wait until 'READY' shows on the display
	Ensure Drip tray is left under the unit to collect overflow
<b>CLEANING</b>	Wipe ALL surfaces (except griddle) with the supplied spray cleaner. <b>GRIDDLE – THIS HAS BEEN SEASONED. DO NOT SCRAPE OR SCOUR THE SURFACE.</b> Remove food debris carefully and wipe with kitchen roll and some cooking oil.

**SCOURERS MUST NOT BE USED ON ANY SURFACE IN THE KITCHEN**

### Time Switch Control of Hot water



The pressurised Hot Water system is managed by a **Time Switch** located in the Hot Water Tank/Broom Cupboard adjacent to the door to the rear patio in the kitchen.

It is programmed to be on at key times.

If a longer period is required or to replenish hot water it can be overridden for one hour by pressing the **+1HR** button to as shown below.

Pressing the **MAN** button will cause the system to go **OFF**