

Gringley on the Hill Community Centre Charity Number 514154

Summary of Standard Terms and Conditions of Hire 2019

BEFORE YOU START you should:

- Ensure that all assistants and helpers understand the Community Centre hiring conditions. It is your responsibility for the Health and Safety of your guests.
- Ensure that you appoint a sufficient number of competent persons, aged 25 or over, to provide adequate supervision throughout the hiring to ensure the provisions and stipulations referred to in the Community Centre Conditions and any applicable rules are understood.
- You should have available a fully charged mobile phone, available for use in an emergency. The Community Centre does not have a fixed telephone line available.
- Make sure that any electrical appliances brought onto the premises for use are certified safe and in good working order, and used in a safe manner, using residual current circuit breakers where appropriate and must have a valid annual PAT test which must be displayed on the equipment.
- You must have a valid Risk Assessment for the purpose of the hire. If you are unsure of this please ask a member of the Community Centre committee.

During your hire:

- NO DRUGS are allowed on the premises and there is NO SMOKING allowed in the building. It's the law !
- No LPG (Liquefied petroleum gas) appliances or highly flammable substances are brought onto the premises.
- Alcohol can only be supplied and consumed on the premises with written permission from the Management Committee.
- You must observe all relevant food, health and hygiene legislation and regulations if you are preparing, serving or selling food.
- You must report all accidents and injuries as soon as possible, and complete the relevant section in the Community Centre's Accident Book and report breakages to the Committee.
- Enjoy yourselves and have a great experience.

...and at the end of your hire, please make sure that:

- All doors and windows are locked securely and the alarm system set.
- The premises are cleared of people, all lights switched off.
- All Areas are left clean and tidy with rubbish bagged and removed and placed in the bins in the rear bin store.
- All equipment, chairs and tables have been returned to their designated storage positions.
- You leave the Community Centre as you would expect to find it.

The items above are intended as guidance only and your "Term of Hire" is covered in your full agreement and "Terms of Hire of the Community Centre See below link

<https://www.gringleycommunitycentre.org.uk/app/download/24229216/Terms+of+Hire+2019.pdf>