COLDEN COMMON COMMUNITY CENTRE - KEY HIRING ARRANGEMENTS

Full information is available on request.

**Maximum Numbers** **Standing Seated**

Gloucester Hall 270 180

Patrick Moore 160 80

Bert Stratton 40 30

Permitted numbers must not be exceeded.

**Bookings**

Applications are made using the CCCA Form. A non-returnable deposit of 25% is due for bookings made more than 6 weeks in advance. The balance is due at least 21 days prior to the hire. CCCA reserves the right to cancel if full payment is not made.

**Cancellation**

Cancellations should be in writing, either by post or electronically. The Centre reserves the right to apply the following charges.

< 2 days 100%; 3 – 7 days 75%; 8 – 14 days 50%; 15 – 21 days 25%; > 21 days loss of deposit

**Times**

Bookings include time for setting up or finishing, to avoid inconvenience to other hirers. It is the responsibility of the hirer, although staff may assist if available. Evening events should finish by 23.30 and the premises vacated by midnight.

**Fire Regulations**

The hirer is responsible for Fire Safety during their event, and should acquaint themselves with details of fire drills. Fire exits are clearly marked and must be kept free of obstructions. Information is available on noticeboards in the foyer and from the Centre Office.

**Parking**

The 5 spaces in front of the Co-op shop and the space marked for the Parish Council are not available. CCCA takes no responsibility for parking, safety or supervision of vehicles. Please respect other users. The disabled bays are for Blue Badge holders only.

**Music**

Hirers must ensure they hold any relevant licences necessary for playing or performing music whilst on the premises.

**Noise**

Noise levels must not inconvenience other users on the premises.

**Alcohol**

The building is licenced for the supply of alcohol, but off sales are strictly prohibited. A bar can be arranged by the Centre Management. Alcohol at under 18’s events is strictly prohibited.

**Smoking**

A strict no smoking policy is in force in accordance with legal requirements.