

Finedon Community Centre -Hiring Checklist

We are happy to welcome you to our Community Centre. We receive no money from the Council to maintain our wonderful building, and we rely on our team of volunteers to run the whole Community Centre – please be kind to them as they are giving up their own time to ensure you have a great time.

Whilst you are using our rooms, please remember a few simple requests:

- No confetti of any type is allowed – including inside balloons (which will inevitably be popped!)
- Use of other parts of the centre not on your Hiring Agreement, including the balcony is not allowed
- No selling of any alcohol without a licence, and never to those underage

Please look after our Community Centre. When you leave, after you have booked a room, please check this list off:

1. Return all tables and chairs to their stands - make sure they are wiped down
2. Turn off heaters (2 control pads in each room)
3. Ensure toilet area is clean and no taps are running
4. Sweep floor
5. Clean kitchen area
6. Turn off lights
7. Close all doors
8. Take all your rubbish home with you
9. NOTE: Last closing for the Henderson room (downstairs) is 9pm and for the Gibbard room (upstairs) is 11.30pm – NO EXCEPTIONS

IMPORTANT TIMINGS for late night parties:

- 11pm MUSIC STOPS, START CLEAR UP
- 11.30pm ROOM COMPLETELY CLEAR, EVERYONE OUT
- **OVERRUN CHARGE OF £50 PER 15 MINUTES**, BEYOND AGREED FINISH TIME
- WE RESERVE THE RIGHT TO TERMINATE THE EVENT AT 11PM IF THE ABOVE IS NOT MET

Please leave the room as you found it – the rooms are used every day by various people, including a nursery with young children.

We are proud to be part of the Finedon community and respect our neighbours!

We hope you had a wonderful time!

The Volunteers of Finedon Community Centre