

The Community Centre is staffed 9.30-3pm Monday- Friday for key collection/payments/viewing
PLEASE CALL TO ARRANGE AND PICK UP KEYS/DOOR CODES PRIOR TO YOUR BOOKING

Conditions of Hire

- A £50 deposit to be paid on booking which will be returned when the rooms can be checked. These must be left clean and tidy. There are brooms/mops/cleaning materials in the kitchen. Please wipe down tables, stack chairs and return the room as you found it. Put used cloths and tea towels in the laundry basket provided. Please take **ALL** rubbish home with you.
- Cash payment must be made at the centre during opening hours as detailed above in red.
- BACS payments to ST DENYS AREA COMMUNITY ASSOCIATION Sort Code 30-90-34 Account 22287268
Please reference the payment with the reference on your booking form eg HNO24
Full payment must be received before/when collecting the keys
- Regular/Monthly/weekly hirers will be invoiced and these must be paid within of 28 days of invoice. If you will not be using the premises for more than 4 weeks please return your keys
- If you do not cancel your booking within 48 hours you will still be charged.
- Please check doors/windows have been shut and the Alarm set. Please remember to bolt the reception doors if you have opened them. If staff need to be called out this cost will be taken from your deposit
- Please return the keys after your event in the envelope provided through the letterbox
- Please report any damage or health & safety concerns
- All equipment that is owned by SDACA should be returned and not taken off the premises
- Please make yourself aware of the fire procedures detailed around the building.
- No alcohol on the premises / car park
- CCTV is in operation around the grounds and rooms for your safety
- You will be charged for any extra time you have not booked so please include set up and time to clear up in your booking.
- Please be respectful to other residents and leave quietly
- We are not responsible for loss of property / damage to cars whilst on the premises

Name

Signature

Booking date