

Staynor Hall Community Centre – Booking Guidelines

1. General Booking Conditions

The booking form will state the purpose for which you intend to use the Centre. This forms part of the booking agreement, and no other use will be authorised.

The person making the booking must be at least 18 years of age.

A booking is not confirmed until it has been approved by the Community Centre and full payment has been received.

Maximum occupancy limits apply:

- Large Hall: 100 people
- Woodies Bar: 40 people

You must not exceed these limits.

Some facilities (e.g. toilets, car park, kitchen) may be shared unless the entire Centre is booked for exclusive use.

Please ensure you have booked sufficient time for both set-up and clean-up, we reserve the right to charge your payment card for additional time taken outside of your original booking.

If you require additional services, such as bar hire or catering, please book them as early as possible so we can meet your requirements.

Woodies bar service is available to hire for £20ph, however we do offer a discounted rate depending on number of adult attendees for your function, this will be discussed with you at time of booking. Bar services during Food Truck Fridays are free of charge, but the bar area will not be exclusively yours.

Catering is available as part of your booking, please note we work with several third parties to offer this service, we will select based upon numbers and availability.

Staging is available for use, however there is a £10 charge which covers staffing to build it.

Please inform us of any special requirements so that we can discuss these with you.

The Community Centre reserves the right to cancel a booking without notice if the hirer or any third party fails to meet safety requirements (e.g. public liability insurance, PAT-tested electrical equipment, or relevant safety certification).

Payment is required upon booking to secure your slot. For bookings over £100, split payment options may be offered.

2. Third-Party Entertainment including Inflatables

You are responsible for ensuring all third-party providers are aware of your booking times and that they remove their equipment before your booking ends.

For inflatables Our recommended suppliers are Yorkshire Inflatables and Premium Inflatables. Contact details can be found on our website. We hold all of their documentation already and they may offer a discount at their discretion.

Please note we do not allow Big & Bouncy to operate in the Centre.

3. On the Day of Your Event

The named booker must be present throughout your booking.

You must enter your Vehicle Registration Number (VRN) on the screen in the hallway and it is your responsibility to advise any guests staying longer than 30 minutes to do the same. The car park is managed independently, and we cannot intervene in the case of PCNs that are issued.

Do not attach decorations with Blu Tack, sticky tape, pins, or similar. Only use the hooks on the wooden rail in the main hall. Decorations in other areas require prior approval. Damage to walls will incur charges, we reserve the right to charge these to your payment card.

No alcohol may be consumed on-site unless sold via our licensed bar. Unauthorised consumption may result in you being asked to leave and/or future bookings being refused. We also reserve the right to charge a corkage fee of £50 to your payment card.

Keep noise levels reasonable, particularly late at night and early in the morning, and be considerate to other users and our neighbours. Please adhere to all signage in the centre.

4. Health & Safety

Children are not permitted in the kitchen and must be supervised by a parent or guardian at all times.

CCTV is in operation inside and outside the Centre for the purposes of prevention and detection of crime and safety management.

Smoking and e-cigarettes are prohibited on-site. Illegal substances are strictly forbidden, in line with our drugs policy agreed with the local police and licensing.

No activity is permitted that breaches laws on gaming, betting, or lotteries. You may not sub-hire or use the premises for unlawful purposes, or bring anything that could endanger the premises or invalidate our insurance.

The following are prohibited: smoke machines, heating cooking oil on the hob, aerosols, fireworks (including sparklers), or any item that could trigger fire detectors.

Fire exits must remain unobstructed, with at least 2m clearance. Fire doors must not be wedged open.

All electrical equipment brought onto the premises must be safe, in good working order, and compliant with the Electricity at Work Regulations 1989. Unsafe or offensive items may be refused entry.

A first aid box is located in the kitchen. All accidents must be reported to management promptly.

Highly flammable materials must not be brought in or used. Decorations must be kept away from heaters and light fittings.

The Community Centre reserves the right to remove anyone behaving inappropriately (including anyone hired for your event) and to recover costs resulting from such behaviour.

You are responsible for ensuring your activities do not infringe copyright or performing rights.

5. Noise Control

Minimise noise on arrival and departure, especially late at night or early morning.

All external doors and windows must be closed after 9pm to reduce noise.

The garden area may not be used after 9pm, and noise should be reduced from 8pm onwards.

6. At the End of Your Event

Overrunning your booked time will be charged at the full hourly rate, we reserve the right to charge this to your payment card.

Leave all areas clean and tidy:

- Wipe up spills and sweep floors.
- Return tables and chairs to the storage cupboard, stacked safely.
- Bag rubbish and leave it at the front door.
- Remove food from fridges/freezers and empty the dishwasher if used.

Check toilets are left in a reasonable condition.

Report any damage as soon as possible. You may be charged for damage caused by negligence or improper use.

Take all personal belongings and decorations. Lost property may be donated to charity after one month.

Retrieve any helium balloons from the ceiling or notify us immediately.

Ensure third-party suppliers remove their equipment before your booking ends. The Centre is not responsible for any equipment left on site, we reserve the right to charge for additional time should our staff have to wait or make return visit.

7. Cancellation Terms

4 weeks or more before booking – Full refund

2–4 weeks before booking – 50% refund

Less than 2 weeks before booking – No refund

If we are able to re-sell the booking slot, a refund may be issued accordingly.

For regular bookings (weekly or monthly), no refund is due.

The Community Centre reserves the right to cancel your booking by written notice if:

- The premises are required as a Polling Station or other government use.
- The premises become unfit for use or are needed for emergency purposes. In such cases, deposits will be refunded but no further compensation will be given.

8. Definitions

Centre – Any part or all of Staynor Hall Community Centre.

Booking – The contract between the hirer and the Centre, covering the agreed hire period.

Set-up time – Time at the start of your booking to prepare the space and install equipment.

Clean-up time – Time at the end of your booking to clear the space and remove belongings.

Third-party providers – External suppliers such as entertainers, DJs, caterers, or inflatable providers.

Community Centre – Staynor Hall Community Centre, its trustees, committee members, and staff.

Guests – Anyone attending your booking, whether invited or paying customers.