

Wellington Community Centre

General Terms of Hiring

1. The Hirer, who must be 18 years or older, will be responsible for ensuring these terms and conditions of hire are met.
2. Hirer is liable to make good the costs of any loss or damage to the premises or equipment incurred during, or as a result of, their use of the Centre.
Failure to leave the Centre clean and tidy is regarded as damage.
3. Hirer is responsible for ensuring that all those attending are aware of the conditions of hire.
4. WCA will not accept any responsibility for the loss or damage to vehicles parked on the premises nor to any equipment brought in by the Hirer.
5. Hirer shall not re-hire, sub-let or lease any part of their booking or use it for any purpose other than that described on their Booking Form.
6. Payment to be made at time of booking or on receipt of invoice.
7. WCA reserve the right to refuse or cancel a booking at any time.
8. Bookings cancelled by Hirer less than 7 days before event date is liable for full hire charge.

Facilities Available

Large Hall	27ft x 20ft (8m x 6 m) Acoustic clouds	Seating for 60 maximum Wooden floor	5 Electrical sockets
Meeting Room	17ft x 15ft (5m x 4.5m) Wooden floor	Seating for up to 15 with 3 tables 1 Electrical socket	
Kitchen	see Facility Details below		
Toilets	Men, women and shared accessible toilets		
Outside space	Small enclosed hard-surfaced courtyard		
Car Park	Space for 2 cars off-road beside Centre at owner's risk		
Wheelchair Access	Step-free access via car park and Hall fire exit doors		
Tables	7 lightweight tables 2ft 3 in x 6ft (0.7m x 1.8m) available in Hall and 3 tables in Meeting Room		
Chairs	54 padded stackable chairs and 20 plastic chairs for 'messy' activities		

Facilities NOT Available

*Storage space for user equipment	*Wi-Fi	*Projector & screen	*Tea towels
*Rubbish bags	*PRS licence	*TV licence	*Alcohol sale licence

Restrictions and Prohibitions

Booking periods	MUST include time needed to set up before event and to clear up afterwards
Finish time	ALL events must have finished by 10:30 p.m.
Electrical equipment	MUST have visible valid PAT sticker if brought in by Hirer
Other equipment	MUST have valid appropriate health & safety documentation
Barbeques	NOT allowed anywhere on the premises
Naked flames	NOT permitted except candles on celebratory cakes
Smoking and Vaping	ONLY in rear garden
Music	MUST have appropriate licence
Bouncy castle	MUST have appropriate licence
Alcohol	MUST NOT be sold
Car Park Fire Exit	MUST be kept clear of vehicles

User Responsibilities

Users are required to respect the building and leave it in a clean and tidy state for next user.

Hirer, or their nominated deputy, is responsible for the conduct of everybody attending their event.

This includes awareness of:

- Restrictions and Prohibitions**
- Health and safety procedures**
- Emergency procedures**
- Keeping fire exits clear**
- Clearing up instructions**

Clearing Up Instructions

Leave entire Centre swept, clean and tidy for the next user

- clear up spillages using mop and bucket in tall cupboard in Kitchen
- look in all unoccupied rooms and toilets
- put away equipment which has been used
- switch off lights
- switch off hot water heater under kitchen sink
- ensure all chairs used are clean and returned to original sites and secured in safety chains
- check Toilets are clean, wipe surfaces and sweep floors
- all windows and inside doors are closed and outside doors secured
- take all rubbish away

Report to **Secretary on 07355 959 590** any accident, incident, damage or use of First Aid Kit during your session. Also report if state of Centre was unacceptable when you arrived.

Party Hirer - Additional Responsibilities

Party bookings are for exclusive use of the whole Centre.

Time booked for event must allow set up before party and clear up afterwards.

We expect 4 hours to be booked for a 2 hour party

Bring bin bags to take away all rubbish

Fixing decorations - Drawing pins and other sharp objects should not be used

Helium-filled balloons - ensure cords are long enough to retrieve from ceiling (12 feet / 4 m)

Refreshments - it is your responsibility to ensure that food is hygienically prepared, safe to eat and anyone with food allergies is safeguarded.

Area to rear of building - Use unfenced area at rear of building at own risk.

Surface is uneven and children should be supervised at all times.

Children's Parties

Plastic chairs are available for children if you are providing food. Request on Booking Form.

We prefer that ball games are not played in the Main Hall.

Adults Required

There must be sufficient adults in attendance for duration of party.
Recommended adult to child ratios >

Age of Child or Young Person	One Adult required per this number of Children	For example: at a party for 20 children aged 2 - 3 there should be at least 5 adults present
0-2	3	
2-3	4	
4-8	6	
9-12	8	
13-18	10	

Other adults at event to be made aware of the General Conditions of Hiring and Emergency Procedures.

Eat in Meeting Room Use plastic chairs (cupboard in foyer) for children.
Easier for you to clean at end of party.

Children's entertainer Must have appropriate DBS clearance and Public Liability Insurance?
Bouncy castle Must have PIPAS or equivalent certification and Public Liability Insurance.
Submit information to the Secretary.
Maximum size 18ft x 18ft or 5.5m x 5.5m

Facility Details

Kitchen Facilities are shared by Hall and Meeting Room users.

Children to be accompanied at all times in kitchen and are not allowed behind counter.

Crockery and cutlery suitable for casual refreshments for up to 15 people.

Must be washed, dried and put away after use.

Gas Cooker and **Hob** Instructions are next to cooker.

To light hob, turn on socket to left of refrigerator, hold in gas ring control, press ignition button and release ring controls slowly. Clean after use.

Oven gloves and **grill pan handle** - in a drawer.

Refrigerator Clean after use.

Water urn Instructions on wall next to tall cupboard.

Electric Kettle and **Microwave** Use at own risk. Unplug at socket after use.

Tea towels Bring your own. For hygiene reasons the Centre does not provide these.

Cleaning supplies and **Toilet rolls** - in tall cupboard in Kitchen.

Brushes, Mop and Bucket - in tall cupboard in Kitchen.

Heating and Hot Water

You will be shown how to use the heating system and hot water supply.

Keep all outside doors shut during your session. There is a doorbell at the front door.

Tables

Ensure safety restraints are in place correctly when tables are erected..

All tables to be wiped clean after use and returned to their original site.

10 light-weight tables available:

- 3 permanently-erected in Meeting Room - they should not be moved from there.
- 3 demountable tables in Hall.
- 4 demountable tables in foyer cupboard.

Chairs

Use chair trolley to move chairs - do not drag along floor.

Trolley is designed to carry up to 7 chairs.

Chairs are stacked in this configuration and safety chain in place to reduce danger to children.

Ensure that safety chains are in place at all times except when chairs are being moved.

Padded chairs:

- foyer - 4 stacks of 7 chairs
- foyer cupboard - 2 stacks of 7 chairs
- Meeting Room – 10 chairs
- 14 additional chairs (in shed) can be provided if requested via Booking Form

Plastic chairs (available on request)

These chairs must be used if your session is likely to make a mess on the padded chairs.

These are much easier to clean at end of event.

Chairs with arms - small supply available.

Car Parking Fire Exit Doors from large Hall into car park MUST be kept clear of vehicles.

Area is not lit. If possible, reverse into parking area and use caution when leaving.

The Association does not accept any responsibility for any damage incurred in entering, parking, or exiting the parking area.

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Emergencies, Alarms and Fire Safety

When safe to do so all emergencies and accidents should be reported to the Secretary on 07355 959 590

Accident Report in the Accident Book underneath First Aid Kit in kitchen and inform the Secretary.

Gas smell Immediately evacuate Centre and contact **Secretary 07355 959 590**

Water leak Inform Secretary immediately – our water is metered

Emergency Services What3words identifier: *being sketching detection*. **Postcode** TA21 8HN

Alarms Three types: Smoke, Carbon Monoxide and Accessible Toilet help audible alarms. There is no smoke alarm. We can familiarise you with sounds of these alarms upon request.

Plan of Centre in foyer shows fire escape routes, fire exits, fire safety equipment and muster point. The Centre has been assessed as a low fire risk.

Opening up Centre you are responsible for checking that all escape routes are free of obstructions; fire exit doors are operating properly and fire-fighting equipment is in place. Any problems should be reported immediately to Secretary.

It is your responsibility to be satisfied that the Centre is safe to use.

In event of Fire:

Everybody must leave the building as quickly as possible and gather opposite 4 White Hart Lane further up White Hart Lane.

Hirer should check all rooms are empty and report to Fire & Rescue Service when they arrive.

Call 999. There is a call box in High Street at end of White Hart Lane.

As soon as is practical notify **Secretary 07355 959 590**

Fire Appliances

Tackling the fire. Only do so without compromising personal safety and if you are confident about using an extinguisher. Appliance locations are shown on plan in foyer.

Electrical - CO₂ (**Black**) extinguisher – foyer.

Wood, textiles - water (**Red**) extinguisher – Hall by foyer door, foyer and Meeting Room.

Liquid, electrical etc. - powder (**Blue**) extinguisher – Hall by gas boiler and Kitchen.

Naked flame – fire blanket – Kitchen

First Aid Kit *compliant to BS8599-1 (in Kitchen)

If any first aid supplies are used, enter details in document in First Aid Kit and inform Secretary. Failure to notify Secretary could mean that we do not have sufficient supplies to meet our legal responsibilities.

Risk Assessment. The Association has produced its own Risk Assessment for the Centre.

We suggest that any person providing equipment or entertainment for their event should have a Risk Assessment.

Wheelchair Facilities

Step-free entry and exit is via Fire Doors between the Hall and parking area.

Other entry / exit points from Meeting Room and Toilet area involve a low threshold.

Use via front door is impractical.

Accessible Toilet

Fitted with alarm triggering a continuous audible alarm and a flashing blue light in foyer, and a continuous blue light immediately outside Toilet.

To Unlock the Accessible Toilet Door from the Outside:

Insert a screwdriver / small coin in slot below red indicator and turn anti-clockwise.

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