

YMCA HENLEY

The Y Centre | Henley YMCA

The Y Centre is part of Henley-on-Thames YMCA. The mail hall and kitchen are both part of the hire facilities, and we also have a Tiger Turf five a side pitch available for hire.

Henley YMCA
2 Lawson Road
Henley-on-Thames
South Oxfordshire
RG9 1NZ
Tel – 01491 411849
Email – enquiries@henleymca.org.uk

Out of hours contact: Cass | Operations Manger 07749331962

Hire	Rate
Hall Standard User	£23 Per Hour
Hall Charity User	£18 Per Hour
Weekday Tiger Turf User (Before 5pm)	£40 Per Hour
Weekday Tiger Turf (After 5pm)	£50 Per Hour
Tiger Turf Weekends	£50 Per Hour

*Tiger Turf pricing includes tokens for the pitch lighting

GUIDANCE NOTES & GENERAL CONDITIONS OF HIRING THE PAVILION

We want you to enjoy using the Y Centre, and would ask you:

1. To leave the building in the same condition as you found it. Should we have to pay for extra cleaning, an additional charge will be payable.
2. The time for setting up and clearing away is included within the times on the Hiring Agreement.
3. The finishing time stated on the Agreement is the time at which you and all the members of your party should vacate the premises. Running late can cause problems.
4. For the sake of our residents and neighbours, please keep noise to a minimum after evening functions.

CONDITIONS OF HIRE

BOOKINGS

Bookings are made through our Lemon Booking System.

Invoices will be sent from Lemon one month in advance of the booking.

Please ensure that all lights are switched off and the building is locked properly.

Please ensure that the hot water heater in the kitchen is turned off once you have finished.

Persons responsible for events/sessions must familiarise themselves with the Fire Safety Instructions enclosed.

All bookings of the hall are accepted on the express understanding that the Board of Management reserve the right at any time to cancel such bookings without notice, in which case the booking fee and deposit will be refunded. Booking will only be cancelled in exceptional unforeseen circumstances.

THE BUILDING

- No nails, hooks or screws must be driven into any of the walls, ceiling, floor or equipment.
- No sticky substance or Sellotape should be used on the premises.
- The use of blu-tac is acceptable so long as items are removed with care.
- No footwear that is likely to damage the wooden floor, such as football studs or stilettos are to be worn.
- It is a condition of letting the hall, that: -
 - a. All exits should remain unlocked when used by the hirer.
 - b. No more than 100 persons be in the building at any one time.



- c. The rear entrance is only used in an emergency.
 - d. There is no smoking on the premises.
- The premises must be left in the condition that they were found. All litter must be disposed of by the user, and cleaning equipment is available for use afterwards.

LOSS OR DAMAGE

- The hirer shall be responsible for settling in full any claims arising through theft or loss of any description from the hall.
- All damage to the building, fittings or equipment must be paid for by the hirer.
- The YMCA accepts no liability for loss or damage to user's belongings, property, vehicles or cycles in the Y centre or car park.

FIRST AID

- There are two FIRST AID Kits in the Y Centre, one in the kitchen and one in the hall area.
- The Accident logbook is in the First Aid box in the hall.
- If you use any of the items out of the kits, please let YMCA staff know, so that they can be replaced.

GENERAL

- Any activities held for children under the age of eighteen must comply with The Children Act of 1989.
- Alcohol can only be sold on the premises under a licence obtained by the hirer.
- Music can only be used on the premises under a licence obtained by the hirer.
- No person under the age of 18 is allowed to hire the hall.
- Music must cease by 11pm Sun – Thurs, 12pm Fri – Sat.
- The YMCA reserve the right for any officials to enter the premises at any time.

Please consider our neighbours. All music must be kept down to a reasonable level, and please leave the hall and car park quietly.



In the event of a fire in the Pavilion.

Should the Fire Alarm go off during your hall hire check the panel in the hallway, turn the key clockwise as far as it will go, then press reset. Should the alarm go off for a second time then vacate the premises. Only investigate the alarm if you are safe to do so.

During Henley YMCA Office hours, report the fire to the office staff immediately.

At other times ring 999 and ask for 'fire'.

**Keep calm and give the operator the address as follows:
Y Centre, 2 Lawson Road, Henley on Thames, Oxfordshire, RG9 1NZ.**

If you discover a fire, sound the nearest alarm point on the walls by breaking the glass cover and pressing the alarm button.

The person responsible for the event/party should establish, without putting themselves at personal risk, that all persons are accounted for and be prepared to update YMCA Staff and The Fire Brigade when they arrive.

Attack the fire where possible with the appliances provided but without putting yourself or others at personal risk and only if you are competent to do so.

If electrical appliances are involved, if possible, switch off the appliance before dealing with the fire. Otherwise, do not attack the fire unless you are trained to do so.

If you can do so without putting yourself at risk, shut the doors and the windows of the room in which the fire is discovered.

Vacate the pavilion and assemble by the green fire assembly point displayed on the first tree in the wooded area outside the main entrance to the building.

- Use the nearest available exit.
- Do not stop to collect personal belongings.
- Do not re-enter the building. Walk - do not run.

If someone's clothing is on fire, wrap a fire blanket closely round them and lay them on the ground to prevent the flames reaching the head.

Please Email cass@henleymca.org.uk to arrange collecting the keys. There is no staff on site over the weekend or outside office weeks.

