

CONDITIONS OF LETTING
Long Buckby Community Centre - Charity No. 271609

FIRE REGULATIONS

You should read and observe the Fire Procedures outlined on the notice boards.

Responsible persons over the age of 21 years must be provided at the function to ensure the safe evacuation in the event of a fire.

Fire Exits must be kept clear at all times and **must not be opened** for any reason **other than an emergency**.

Gangways must be kept clear.

The location of the Fire Fighting equipment must be checked on first entering the premises.

TERMS OF THE MUSIC, DANCING & ALCOHOL LICENCE

The maximum number of people allowed in the:-

Main Hall	- 200 seated or 220 standing
Jubilee Room	- 40 seated
Hobro	- 80 seated
Upper Hall	- 120 seated
Castle Room	- 40 seated
Grange Room	- 40 seated

There must be no disorderly conduct or any obscene or offensive singing or dancing. Any user should avoid making excess noise which disturbs other users. If this occurs they will be asked to reduce the noise.

Avoid causing nuisance or discomfort to other residents in the neighbourhood.

Windows and outside doors should be kept closed when there is loud music being played.

The premises must not be used for entertainment/sale of alcohol after 1 am (Mon - Fri) or 11.45 pm (Saturday) or 10.30 p.m. (Sunday) unless specially arranged. A designated responsible adult, agreed by the Trustees and over the age of 25, must be present and supervising to ensure that nothing is done on the premises in contravention of the law relating to gaming, betting and lotteries, throughout the booking.

PUBLIC SAFETY COMPLIANCE

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Licensing Authority or otherwise,

particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children

The Hirer acknowledges that they have read the Emergency Procedures notices in the Centre and noted the following;

The action to be taken in the event of fire. This includes calling the Fire Brigade and evacuating the building.

The location and use of fire equipment.

Escape routes and the need to keep them clear

Method of operation of escape door fastenings.

Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.

In advance of an entertainment or play the Hirer shall check that all fire exits are unlocked. All escape routes are free of obstruction and can be safely used. Fire doors are not wedged open and that there are no obvious fire hazards on the premises.

BREAKAGES/DAMAGES/LOSS

A deposit (amount specified on booking form) is required with the completed booking form. The deposit cheque will be destroyed (within 28 days of the function date) providing the premises have been left in good order throughout, there have been no breakages/damages/losses and the key fob returned*.

The person in charge/organisation to whom the letting is made, will be responsible for meeting the cost, of any breakages/damages/loss that occurs during the period of the letting over and above the deposit paid.

*The key fob must be returned within 48 hours of the function date.

The security of the premises hired will be the responsibility of the hirer during the period of letting.

INSURANCE

The Community Centre holds insurance cover in respect of Buildings and Contents with Employers and Public Liability

Each hired must make arrangements for insurance to cover their own property etc. for which the Community Centre cannot be held responsible

As the Hirer, you are responsible for leaving the premises in a fit state for the next Hirer. There are brooms and dustpans for your use in the chair store area. The rubbish bins can be located in the courtyard by the kitchen window. **Please dispose of all empty bottles at the nearest bottle bank.**

PLEASE LEAVE THE BUILDING AS YOU WOULD WISH TO FIND IT. THANK YOU.