

HIGHNAM COMMUNITY CENTRE TRUST

(Charity No. 290798)

PLEASE NOTE: It is illegal to smoke in the Parish Room, Old School ,or Gambier Parry Hall

HIRE REGULATIONS

These Regulations are to be read and accepted by all Users before the Hire Agreement is signed.

The Committee reserves the right to refuse hire to any group or individual, and also the right to re allocate users into any one of our appropriate three buildings, in order to maximise the use of the facilities for the community.

<p>Hirers must be over 25 yrs of age and will be responsible & liable for the Hire. For 'regular' user group, the designated key holder opening the building is deemed the Hirer. The Hirer must provide adequate adult supervision during the full period of hire for children and youth events. The purpose of the event & numbers must be clearly stated on the booking form.</p>	<p>Hirers use the buildings and grounds at their own risk. The management committee accepts no responsibility for loss or damage to any hirer's property. Vehicles are parked at the owner's risk. Hall keys are not transferable & must be retained by authorised key holder only. Keys collected from the Shop must be returned within 24 hours.</p>
<p>The Hirer will be held responsible for any damage to the buildings or its contents during the period of hire, including any additional cleaning that may result from the hire. Trustees reserve the right to levy a charge up to £50 for any additional cleaning costs.</p>	<p>Designated parking is provided for the less abled within the tarmac area of the Gambier Parry Hall. There is also a "drop off/unloading" area at the entrance to the Gambier Parry Hall. Parking is not permitted in this area.</p>
<h3>FOR YOUR SAFETY</h3>	
<p>The Hirer must comply with all Health & Safety signs and regulations and be aware of the Fire Evacuation procedure. The Hirer is responsible for the Health & Safety of, & actions of, all members, guests, and their visitors during the period of hire.</p>	
<p>Regular Users are to organise Fire Drills for their own group. In the event off a fire, the Fire Assembly Point is located in the Gambier Parry Hall disabled car park (see sign)</p>	<p>All Portable Electrical Appliances brought into the halls by users must have a current test certificate/sticker displayed.</p>
<p>Fire exit doors must be kept clear at all times</p>	<p>Pyrotechnics are not permitted on site</p>
<p>Ladders are not to be used without a "method statement" which must be agreed with the Manager prior to any work commencing.</p>	<p>Rubber wheeled mobile towers only, (not ladders) are to be used within the Gambier Parry Hall.</p>
<p>Children are not allowed on the stages in the Gambier Parry Hall and the Parish Rooms unless supervised by an adult who will be responsible for their safety</p>	<p>Children using the outside fenced play area must be supervised at all times</p>
<p>All accidents/incidents must be entered in the Accident book (Located with First Aid Box) and reported to a member of the committee (usually the manager) immediately. Spillages etc must be cleaned immediately to prevent slips, trips etc.</p>	
<p>Hirers must not exceed the occupancy figure for each building (as specified on the website – www.highnamcc.org.uk) The permitted hours for the purpose of this licence are 9am – 11.45pm Hirers intending to sell alcohol must inform HCCT in writing & obtain 'Temporary Event Notice' from TBC prior to event.</p>	
<p>Users are not permitted to fix anything to the fabric of the Halls. However, fixings/temporary decorations are permitted but only using the hooks provided. The use of cellotape, bluetac, drawing pins, nails, etc. are not permitted in any facility.</p>	<p>Storage space on the site is very limited, & may be provided for Regular Users but with prior agreement only, and on the understanding that this storage may have to be cleared by its user group if space is required for a function/show. An annual charge will be levied. The Trustees accept no responsibility for any items in storage</p>
<p>7 days notice is required in writing/e mail for booking cancellations The full charge will apply if 7 days cancellation notice is not received. Written notice is also required for cancellations during holiday periods etc.</p>	<p>Casual Users will be required to pay the Hire Charge in line with the requirements stated on the booking form. Cheques should be made payable to "Highnam Community Centre Trust". Hirers must sign a booking form.</p>
<p>Hirers are responsible for complying with the Cleaning Check list which is displayed by the exit door to all the buildings to ensure that the building is left clean and tidy for the next user. A charge of may be levied if additional cleaning is required. If possible please recycle using the blue bins situated in the car park.</p>	<p>Hirers must ensure that all windows and doors are closed, and the main entrance door locked. All lights and heaters must be turned off, and the building left secure.</p>