

Lechlade Community Facilities - Conditions of Hire

Security Requirements

It is an insurance requirement that ALL users check the building prior to leaving and sign the check sheet in the entrance hall to say this has been done. In particular please ensure that

- there has been no unauthorised entry
- all exit doors are locked and fire doors secure
- all windows are shut and locked
- all lights and appliances have been switched off
- all taps are fully turned off

Kitchen – See the operating manuals in the kitchen drawer for guidance on using the equipment.

All Weather Pitch – the floodlights must be turned off and the changing rooms locked

Emergencies - Hirers must make themselves fully conversant with the emergency exits and fire alarm procedures. Please make sure all fire exits are unlocked after entering the building and locked before leaving.

Insurance – Hirers must ensure they have appropriate insurance to cover any liability not covered within the Hall's Public Liability Insurance policy.

Licences – The facility has Licences for TV receiving equipment, to play recorded music and for the supply of Alcohol.

Teenagers' and Childrens' Parties – There must be at least one responsible adult (named on the booking form) present throughout the entire hire period. ***For parties a deposit of £100 is required on collection of the key.***

Keys – Keys may be collected from the Booking Administrator by arrangement, up to three days before the hire date. Keys must be returned to the Booking Administrator as soon as possible after the event.

Setting Up – Setting up must be done within the hire period, or an additional session must be booked. Tables should be wiped clean and returned, with the chairs, to the store room.

Kitchens – Cups, saucers, plates and cutlery are available in the kitchens and at the tea point upstairs in the Main Building. The Main Building also has a range of cooking equipment. All equipment should be returned to the cupboards in a clean and dry condition. **Turn off all appliances except for refrigerators and freezers.**

Central Heating – Thermostats in all areas are normally set at 21 C.

Cleaning – Hirers should ensure the facilities, including the toilets, are left in a thoroughly clean and tidy condition. Failure to do so will involve the hirer being charged for the use of Cleaning Contractors.

Lights – Ensure all lights are switched off at the end of the hire period.

Notices/Display Items/Decorations – These may only be affixed to the notice boards in the room. The fabric of the building must not be damaged in any way. **Please do not use sticky tape or blu-tack on the walls or windows.**

Rubbish – On no account leave rubbish bags and waste food within the building. All waste and recyclable materials, such as bottles and cans, must be removed from the premises by the hirer.

Alcohol – Supply of alcohol is subject to the provisions of the Licensing Act 2003 to ensure public safety, to help prevent crime, disorder and public nuisance, and to protect children from harm. In particular, ***it is illegal to supply*** alcohol to anyone under the age of 18 and a Challenge 25 policy must be applied. ***It is also illegal*** for anyone under the age of 18 to attempt to buy alcohol and for an adult to buy alcohol for a person under the age of 18. It is your personal responsibility to ensure that these conditions are met. The Trustees, or their representatives, reserve the right to enter the premises during your event to check compliance with the Act.

Music – If music is being played windows and fire door must be kept closed.