

Brickworks Community

Centre

Halls/Rooms Hire

Instructions and Safety Procedures



42 Crouch Hill

N4 4BY

☎: 0207 263 1067

✉: admin@hanleycrouch.org.uk

Registered Charity 288337 Company limited by guarantee
1771608

Contents of this leaflet

- (1) Cost of halls and rooms
- (2) Requirements for hiring hall
Cancellations
Supervision
- (3) Safety Procedures
 - a) Fire Exit Doors
 - b) How to use cooker
 - c) Checklist for kitchen use
 - d) Electrical Appliances
 - e) Music
 - f) CCTV
- (4) Fly Posting
- (5) Drunk and Disorderly Behaviour,
Noise and Supply of Illegal Drugs
- (6) End of Hire



Halls 1 & 2



Meeting Room



Marie Heywood
Roof Garden Room

(1) Cost and hire times of halls and rooms

Rooms	Community Costs (N4,N19, from a 1 mile radius)	Non-Community Costs
Hall 1	£25ph	£35ph
Hall 2	£35ph	£45ph
Hall 1&2	£40ph	£50ph
Meeting Room	£20ph	£25ph
Marie Heywood Roof Garden Room	£35ph	£40ph
Kitchen	£10	£10

NB. An advanced £100 deposit (returnable) is required for all lettings, for breakages, loud noise, cleaning default or staying over the agreed times

We will need proof of address to qualify for community rates and if you need to hire any equipment i.e. projector, laptop there will be an additional charge for this of £5 each.

Hire times for Saturday are up to 11pm and on Sunday 8pm. Please give half an hour clean up time within your hire time.

(2) Requirements of hiring the halls/rooms

To hire the halls/rooms you must provide 2 forms of ID and you must be over the age of 18. Furthermore, the hirers shall not sub-let premises or use the premises other than described in the hire agreement.

Please ring to confirm the maximum people allowed per hall / room.

Cancellations

If the hirers do wish to cancel, then depending on the reason our Centre Manager will have to consider your situation at his own discretion. However, short notice cancellations will not be able to get the deposit back.

Supervision

When hiring any rooms, the hirers are responsible for:

- Making sure everything is kept in its place and when using any cellotape, posters or pins make sure nothing is damaged as it will then be your responsibility to pay for any damages.
- The behaviour of all people using the premises, whatever their capacity, including proper supervision of all children.
- Deposit will be kept if any damages, centre not cleaned to the standard it should or reports of bad behaviour.

(3) Safety Procedures

(a) Fire Exit Doors

Ground Floor - Fire Exit doors are situated in the main hall leading to front entrance, nursery and near toilets.

First Floor – Two Fire Exit Doors are situated near the staircase.

Second Floor – Fire Exit door is situated in the Marie Heywood Roof Garden Room, once outside please make your way down the fire exit stairs.

(b) How to use cooker

There are two cookers in the main kitchen, please ensure when all cooking is finished that all hobs, oven are turned off and that the switch is turned off by the mains.

(c) Keeping kitchen and hall/rooms tidy.

Please make sure kitchen, hall and rooms is cleaned after use, make sure all spills are cleaned up in the room you have hired and kitchen, and make sure that everything is put back in its place after use. Failure to do this could mean **no deposit back.**

(d) Electrical appliances

If using any electrical appliances in the building the hirer must make sure they are able to use it safely and when bringing in any electrical appliances to make sure it is in good working order and also safe to use.

(e) Music to be off on Monday – Friday 9pm and Saturdays at 10pm.

(f) N.B The building has CCTV.

(4) Fly Posting

The hirer shall not carry out or permit fly posting or any form of electronic advertising for your hire unless permitted by the Centre Manager. Claims and proceedings arising from this breach of conditions may lead to prosecution by the local authority.

(5) Drunk and Disorderly Behaviour, Noise, Food & Drink and Supply of Illegal Drugs

The hirer shall ensure that they avoid disturbing neighbours, avoid violent or criminal behaviour and care should be taken to avoid excessive consumption of alcohol. Alcohol should not be served to any person suspected of being under the age 18. **No alcohol** is to be sold in Brickworks, **No Smoking** is permitted anywhere in the building and **No Drugs** is to be brought in to the premises failure to comply too these rules will mean a loss on your deposit. **Food and drink is not allowed** to be taken out of the premises, if you refuse to do this, this will mean loss of deposit.

(6) Noise

All sound systems must be kept at a reasonable volume to avoid disturbing residents. Please consider residents when leaving the hall and keep the noise at a minimum, as we are situated in a residential area. We have a sound level meter and if we find the noise has gone over the limit, we will turn the music down and this could mean a loss to your deposit if the noise goes up again.

(7) Parking

Due to the centre being on the main road, please be mindful of where you are parking as we have a bus stop straight outside parking there could mean you receiving a ticket or loss of deposit.

(8) End of Hire

Everything must be cleaned and put away to its original place after use. Please bring your own cleaning equipment. All bins must be emptied and ensure toilet facilities are left clean and tidy.

Hirer Details:

Organisation Name (if applicable):

Address:

Post Code:

Email Address:

Mobile Number:

HIRE DETAILS

Required Day(s)-Date(s):

Required Times (from/until):

Number of people attending:

Rooms to be hired:

Purpose of the hire(briefly):

Resources required (chairs/tables etc.):

I confirm that I have read and agree to the terms and conditions of hiring the hall/room(s) and except that there will be additional charges and loss of deposit if the conditions are not met.

I agree to the Health and safety policy and procedures and will make sure my group is made aware of the procedures and know the evacuation routes too.

Signed by HCCA Signed by Hirer

.....
Print Name Print Name
.....

Date: Date: