

# Brickworks Community

## Centre

### Halls/Rooms Hire

#### Instructions and Safety Procedures



**42 Crouch Hill**

**N4 4BY**

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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 Rates (N4,N19, from a 1 mile radius)	Non-Community Rates
Hall 1	£30ph	£45ph
Hall 2	£40ph	£55ph
Hall 1&2	£50ph	£60ph
Meeting Room	£30ph	£35ph
Saturday hire (Afternoon)	£450	£600
Marie Heywood Roof Garden Room	£40ph	£50ph
Kitchen	£10	£10
Therapy Rooms	£10	£15

**NB. An advanced £200 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.  
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.

