

REGULATIONS GOVERNING USE OF HARRIET JOHNSON CENTRE

Part 1

Application for hire of the Centre must be made to the Centre Manager.
'centre' is the building, car park and surrounding area of the building.

POLICY WITH REGARD TO THE USE OF THE CENTRE

No smoking

The Centre is to be used for the purpose of social, moral and intellectual development in such ways as may be found expedient for the benefit of the community without distinction of sex or political religious or other opinions.

No lettings will be permitted on Christmas Day.

All lettings must be terminated at 12 midnight.

FEES PAYABLE

The Fees must be paid fourteen days in advance to the Centre Manager.

In the event of fees not being received seven days in advance the booking will be considered cancelled

Notice of termination of block bookings must be given one month in advance.

Hirers wishing to make any other arrangements for the payment of fees must apply to the Centre Manager.

Returnable deposit will be required.

CONDITIONS OF HIRE

The Hirer must be responsible for the orderly and proper use of the premises and for the cost of making good any damage such damage to be assessed by the Centre Manager and the account shall be paid within seven days of being rendered. This to include cleaning the rooms used and kitchen

Tables and chairs moved by the hirer must be replaced at the end of each period of booking.

Any furniture or equipment brought into the Centre must be removed at the end of each period of booking unless other arrangements have been agreed. All electrical items must be PAT tested.

Sompting Parish Council will not accept responsibility for any equipment left on the premises.

Any bottles or cans brought into the premises must be removed by the hirer.

All passages must be kept clear and free from obstructions.

Hirers are requested to ensure that they do nothing likely to give cause for complaint by local residents.

Children must be supervised and accompanied by an adult when using the rear paved area and the garden of the Centre.

If playing live or recorded music you will be required to obtain a copyright license.

Do not use sellotape, blue tac, or drawing pins on the walls or wood work.

If any of the above conditions are not adhered to, then if found during the period of hire, the hirer will be asked to leave immediately without return of fees and will not be considered suitable for future hiring.

RIGHT OF ACCESS

The Centre Manager, Councillor or Parish Clerk shall have free access to all parts of the Centre at all times for the purpose of ensuring that the provisions of these regulations are being complied with.

The above person shall have absolute discretion to refuse admission or any person to the Centre.

MAKE YOURSELF AWARE OF ALL FIRE EXITS. A plan of fire exits is displayed on the Centre notice boards.

The assembly point is by the double gates at the entrance.

On hearing the alarm hirers should leave the building and proceed at a steady pace to the place of assembly closing the door and all doors on the escape route.

Special arrangements should be made to deal with people with a physical disability.

**SEQUENCE : ALARM-EVACUATION-CALL THE FIRE AND RESCUE SERVICE
ASSEMBLY-ROLL CALL**

The Emergency telephone number should be used if any problems occur with the use of the Centre. 07733930308 this number is displayed on the notice boards