

NEWCASTLE COMMUNITY CENTRE

Information & Hiring Conditions (part 1)

1. General

Newcastle Community Centre is a self-financing charity for the benefit of the local community. It is a modern building with excellent facilities and is licensed. It is located in the centre of Newcastle Village, therefore events must be appropriately supervised to ensure that no nuisance is caused to our neighbours.

2. Capacity

The Centre is governed by its Entertainment licence, which states that the maximum number of people allowed at each event is as follows:

Children's Centre	100
Lounge only	80
Main Hall & Lounge	280
Main Hall only	200

These numbers are displayed in the Reception area of the Centre.

3. Licence Conditions

- The hirer, not being a person under 18 years of age is responsible for:
 - a) Compliance with the licensing restrictions laid down for the Centre
 - b) Ensuring that the event is properly supervised and causes no nuisance to neighbours.
- The hirer must ensure that at least one member of the group organising the event is present for the duration of the event and will be held responsible for the supervision of the event. This person must be named on the booking form.
- Hirers of the Community Centre must, where appropriate, provide the correct number of stewards for the maintenance of good order – for details see booking form. The stewards must be present throughout the event. The names of the stewards must be lodged with the bar manager prior to the event using the space provided on the Bar Requirements booking form.
- The hirer must ensure that event finishes at the time specified on the booking form and no later than 1:00 am. Thirty minutes after this time all patrons and band/group/disco must have left the premises and the car park (1:30 am)
- The premises are licensed for public entertainment from 8:00 am to 1:00 am except Christmas Eve and New Year's Eve when it is licensed from 8:00 am to 2:00 am.
- The hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.
- Failure to comply with these conditions could result in the loss of licence and closure of the premises.

4. Bar

The Bar is managed by Clun Bars Ltd. Only the Community Centre licensee may sell alcohol on the premises. Details and bar booking forms at parts 4 & 5.

5. Entertainment

The main hall is equipped with a sound monitor to limit sound volume from entertainment systems, essential to protect our licence. See instructions for stewards.

All electrical equipment brought into the centre must hold a current PAT test. The hirer shall ensure that no unauthorised heating appliances shall be used on the premises, including LPG. No candles may be used.

At all functions and events where children are present the hirer is be responsible for ensuring there is sufficient and suitable supervision of those children, ensuring safety at all times.

Our current insurance policy does **NOT** cover **BOUNCY CASTLES** so the hirer **MUST** ensure cover is provided.

6. Kitchen

A fully equipped kitchen is available to cater for large functions (booking forms part 2 & 3). We suggest you inspect facilities if you intend to hire the kitchen. The hirer shall if preparing, serving or selling food observe all relevant legislation and regulations. In particular any dairy products, meat or fish on the premises must be refrigerated and stored in compliance with food temperature regulations.

7. Car Parking

There is space for approx. 50 cars in the Centre's car park and on the approach road. Cars are left at owners' risk.

8. Insurance & Indemnity

The hirer shall be liable for: -

- a) the cost of repair or replacement (including accidental and malicious damage) done to any part of the premises including the curtilage thereof or the contents of the premises.
- b) all claims, losses, damages and costs made against or incurred by the Centre management committee, their employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including the storage of equipment by the hirer)

The Trustees of the Millennium Green are happy that the hirers use the Green, but you are obliged to leave it in good order. Any damage to the trees, plants, features or seating on the Green will be made good and the costs passed onto the hirer.

9. Cleaning

In order to keep the Centre in the best possible condition and to keep hire charges to a minimum, we would ask that you comply with the following conditions of hire.

- a) Replace all chairs & tables to their original place in the lounge or on the stage.
- b) Sweep the main hall floor - a broom & dust pan are by the door in the bar / kitchen. There is a vacuum cleaner available by arrangement.
- c) When the kitchen is used, all equipment and surfaces are to be left clean
- d) Wash and return all crockery, cutlery and equipment to their proper places.
- e) Ensure that the toilets are left in a suitable state for the next user.
- f) Remove all rubbish from the premises.

Unless special arrangements are made with the booking secretary, all cleaning and clearing up after an evening event shall be completed by 12 noon the following day. If the Centre is not left in good clean condition the Management Committee reserves the right to apply a further charge of £40 if work required to reinstate it is over and above that which could be reasonably expected.

10. Hiring Arrangements

a) To hire the Centre please contact the booking secretary Tess Morris on 01588 640 292.

b) Hire charges will be reviewed every two years. The following charges apply: -

Lounge	£ 7.00 / hour
Main Hall	£ 10.00 / hour
Hall & Lounge combined	£ 15.00 / hour
Funeral Tea	£ 50.00 / event
Evening Party/Function	£100.00 / event
Wedding/Conference	£220.00 / event
Kitchen	£ 10.00 / event

c) A deposit will be levied as part of the hire fee. In the event of cancellation this deposit will be deemed as a cancellation fee.

Rates are:	
Wedding/Conference	£50.00
All licensed events	£25.00
Events without a bar	£10.00

Finally after you have used the Community Centre, please let us know if there was any equipment which would have been useful to you but was not available. This will help us to offer better facilities in the future.