

St. George Community Association

St. George Community Centre
Church Road, St. George, Bristol BS5 8AA
Tel: 0117 9411 882 Mob: 07757 319 582
E-mail: stgeorgecc@hotmail.com
www.stgeorgecc.co.uk
Registered Charity No: 1069604

TERMS & CONDITIONS OF HIRE

1. The hirer shall be responsible for the protection of the building and its contents, and the behaviour of all persons using the building throughout the hire period.
2. The hirer shall be responsible for arranging insurance against any third party claims, which may occur whilst using the centre. The Community Centre is only insured for claims arising from its own negligence.
3. The hirer must observe all regulations applying to the premises stipulated by the Licensing Justices, Fair Trading Act, and Local Authority etc. It is not permitted to sell alcohol on the premises unless a prior arrangement has been made with the Licensing Dept.
4. The hirer shall not sub-let any part of the building, or use it for unlawful purposes that may endanger the building, its users or any related insurance policies.
5. The hirer shall not discriminate in its activities on the grounds of race, gender, sexual orientation, age, disability, and marital status, religious or political beliefs.
6. The hirer is responsible for ensuring that the building remains a NO SMOKING AREA. Individuals smoking outside must use the sand-filled container provided to dispose of cigarette ends.
7. The kitchen area is not equipped for cooking purposes; only for cold food preparation or re-heating in the microwave. Under no circumstances should gas burners or any other cooking equipment be used.
8. The hirer shall take out the appropriate insurance if using a bouncy castle or any similar piece of equipment.
9. The hirer must ensure the centre is in a clean and tidy state when the key holder returns to close, any additional cleaning may incur a further charge.
10. The hirer is responsible for ensuring that their event runs to time and is ready to leave at the end of their booking time.

Cleaning

The hirer is responsible for leaving the centre as they found it, including the toilets, kitchen and outside area. All rubbish (including that in the toilet bins) should be put in tied bin-bags and placed in the red lidded rubbish bins in the drive-way. Carpets and floors should be hovered and/or mopped before leaving and the cleaning materials provided used where necessary.

Entering & Leaving

A member of staff from the Community Centre will arrive at the agreed time to open the building and lock up after the function. They will run through a party checklist to ensure that everything is in clean and in working order, both before and after your function. They will also show you how to work the entry system, tea urn and hot water function (if required). Due to the limited amount of parking space outside the centre, it is advisable to ask guests to use the car park in Chalks Road, rather than the area next door, as any unauthorised parked vehicles may be clamped. Also, the driveway access to both buildings must be kept clear at all times. If leaving late at night, please leave quickly and quietly as possible, with consideration for the local residents.

Please sign to say you have fully read, understood and agree to abide by all our terms and conditions

Signed _____ Date _____