

Buckland and Milber Community Centre – Rules for all Hirers

1. All bookings to be made in advance.
2. Bookings costing over £100 must be paid for a week in advance. Bookings costing more than £500 must be paid one month in advance or at time of booking whichever is the soonest.
3. Bookings for large functions will require a refundable deposit of £200, to be received before keys will be handed-over. Deposit will be refunded after the event once an inspection has been carried out and payments for any damage deducted.
4. 25% of the booking cost will be chargeable if less than 7 days notice of cancellation is given.
5. With the exception of vehicles displaying a valid disabled badge, please ensure all vehicles are parked in the car park at the rear of the building, not in the road in front of the Centre.
6. All personal property and cars are left unattended at the owner's risk.
7. The Centre is designated strictly as a no smoking area.
8. The permitted number for the hall is 200. The permitted number in the lounge is 80.
9. The hirer should ensure that all fire escapes are clearly accessible and are not blocked by furniture or other items.
10. It is the hirer's responsibility to ensure that persons attending your event are aware of the fire evacuation arrangements.
11. Please be mindful of the immediate neighbours and leave the building quietly without congregating outside.
12. Groups using the Centre must not use any equipment other than that in the kitchens unless previous agreement has been given by BMCA.
13. Parties must finish by midnight at weekends and 11 pm on weekdays unless prior agreement has been obtained. Parties which overrun, or if the committee receives complaints from neighbours, can result in loss of deposit.
14. Effective supervision must be provided for all children/teenagers under the age of 18.
15. All hirers to leave the building as they have found it. This will entail sweeping/mopping the floor and leaving the furniture as it was on arrival, and returning the key.
16. The hirer must leave the Kitchen as you find it and ensure that you wash-up and put away any items of crockery used. All breakages and damages must be reported when the key is returned.
17. When locking up please ensure lights are switched off, and windows and doors are closed. Remember to check lights are also switched off in the toilets. The alarm must also be activated.
18. Do not adjust the thermostats on the individual radiators as this often results in problems with the heating system.
19. Regular user groups must submit annual booking dates in writing to the Booking Clerk. Hire charges should be paid monthly (unless otherwise agreed). Cancellation of annual booking will be subject to one month's written notice by either party.
20. The Licensing Act 2003 requires hirers to obtain a Temporary Event Notice (TEN) for specific licensable activities, including the sale of alcohol for consumption on or off the premises and the provision of regulated entertainment for which an entrance fee is chargeable. It is the responsibility of the hirer to ascertain whether a TEN is required for a proposed activity. Applications for TENS should be made to Teignbridge District Council and can be made online at <http://www.teignbridge.gov.uk/index.aspx?ArticleID=5385>.