

These premises are licensed in pursuance of Act of Parliament for Public entertainment.

Hirers' responsibilities:

*The hirer is deemed the "**Responsible Person**" and so is designated the **person in charge** of the Centre during your hire.*

*The hirer should inform those attending of the **emergency exits and procedures** at the beginning of any event.*

- Maximum number of persons: MAIN HALL - 175; COMMITTEE ROOM - 68.
- In line with the law, the facilities are a NO SMOKING venue.
- **On all occasions, the Hirer is responsible for ensuring the care of children and vulnerable adults under the provision of the most recent Safeguarding Act.**
- The **facility keys** are available from the Caretaker at No.2 Morwenna Road EX23 9SW (Telephone 01288 331527) and after locking up they should be returned to the Caretaker following a day event or placed in the post box outside the front door following an evening event unless otherwise informed by the booking secretary.
- The hirer is responsible for arranging adequate **Public Liability insurance** where required and any **licence** necessary in connection with the booking, and for informing the Booking secretary. **All bars must close at 11.45 p.m.**
- The hirer should carry out their own **risk assessment**.
- Any hiring for commercial purposes must comply with trading laws.
- A hiring for a party for **18s and under** must have at least **2 stewards present** throughout the event.
- The committee will not accept any liability for the loss or damage to any vehicles, contents or personal property.
- The hirer shall not sub-let the premises.
- Please leave with **consideration** for local residents. **The premises must be vacated by 2 a.m. at the latest.**
- Please read the **Fire Routine Notice** (situated on the foyer noticeboard) and note the exact location of the nearest telephone, fire exits and fire extinguishers. Please ensure **Fire Exits** are kept clear at all times.
- The **first aid box** is kept on the pegs in the kitchen; the **Accident Record Book** and a hard copy of the Centre's Health & Safety policy are filed below.
- Please ensure that, on each occasion food is served on the premises, a '**Safer Food Better Business**' diary is completed. If you do not have your own, please complete the Community Centre's copy which is kept in the kitchen.
- All areas of the facilities must be left clean and tidy. **Please refer to the cleaning schedule displayed in the kitchen.**
- Check that all lights and electrical appliances are turned off.
- Close all internal doors and secure outside doors and windows.
- The hirer is responsible for the **cost of making good any damage** to the buildings, fittings or contents and for **any additional cleaning**.
- Please use the trolleys provided for moving chairs and tables in order to avoid injury to yourselves and damage to the floor.
- In the event of the Centre being required for use as a polling station, the Committee reserve the right to cancel the hiring and the hirer shall be entitled to a refund of any deposit already paid.
- Please be aware that it has been agreed by the Management committee that the Community Centre may be used as a refuge by a local organisation in the event of an emergency. If this should occur, the Centre would need to be vacated by other users.

Morwenstow community centre

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January 2020

Signed (hirer): _____