



## Contacts

Booking Manager: Cath Sullivan

mob. 07709050817 | e-mail: smccb21@gmail.com

Chairperson: Celia Neill

email: smccchair@gmail.com

Website: [www.stmaryscentre.net](http://www.stmaryscentre.net)

## Room Hire Information

### Welcome

You are very welcome to St. Mary's Community Centre. The information in this leaflet is designed to make your use of the Centre as straightforward and pleasant as possible. Cath Sullivan our bookings manager is ready to answer any questions or points of clarification you may have. Please make her your first point of contact.

Please take some time to look at the hall notice boards and note any events that may be of interest to you. We take very seriously the need to be good hosts and offer a warm welcome to our facilities.

### Disabilities

St. Mary's Community Centre is a place for the whole community. If your group has any special requirements, please talk to the Bookings Manager.

### Centre Caretakers

The St. Mary's Community Centre caretakers will often be able to help with any queries, but they are part time volunteers, so may not be available – please contact the booking manager or Management Committee Chairman if you need assistance.

The community centre is not licenced but can help you in locating a licensee who could provide a bar. We also have contacts with caterers who offer a wide range of meals.

### Hiring of Rooms

Concert Room Capacity =150, Lounge Capacity = 80. Each room will cost £15 per hour. Except on Friday, Saturday, and Sunday evenings (after 6pm) when either room can be hired for functions at the cost of £100. If both rooms are required at this time they can be hired together at as reduced cost of £150. A non-returnable deposit of £30 is required for sessions costing £100/150. The balance to be paid two weeks prior to the event. If one cancels after paying the balance, then 50% will be kept by the club.

With Bookings based on an hourly rate will be reserved on receipt of payment unless a group is meeting on a regular basis then this can be negotiated with the Booking Manager. Payment is non-refundable if cancelled within one week before the event, 50% if within two weeks.

For evening sessions, the community centre closes at 2400hrs on Friday and Saturdays and 2300hrs during the rest of the week. Those groups using the Community Centre, need to show consideration for our neighbours keeping the noise down when leaving the car park.

## Centre Letting Conditions

- The St. Mary's Community Centre management committee, acting under the auspices of the parish priest and PCC of St. Mary's Leyland, have sole control over the booking and usage of any part of the centre premises. No group or persons hiring any part of the premises shall in any way attempt to direct or influence any other hirers, nor should they obstruct or interfere with others' using of the premises.
- For occasional bookings the rental is payable in advance to secure the booking.
- Please ensure that you have booked enough time for setting up and clearing away after your session; other groups may well be using the room before or after you, so please adhere to your booked times.
- St. Mary's Community Centre management reserves the right to terminate any booking, giving 2 weeks' notice, with reasons for termination. Hirers must give two weeks' notice if they wish to quit.
- If you need to use the kitchen then you must indicate this on the booking form and complete a kitchen hirer agreement. Only one group at a time can use the kitchen for food but other groups can use the kitchen at the same time e.g., for tea and biscuits. To handle fresh food in the kitchen (other than packet biscuits) a holder of a Valid Food Hygiene certificate must be present. NB Hiring the kitchen does not give exclusive use of it. No outdoor coats or bags are permitted in the kitchen – please use the lockable cupboard outside the kitchen. The kitchen log must be filled in before you leave the kitchen.
- A group using the stage must not use any centre equipment without express permission (also see Health and Safety stipulations).
- Regular hall users must have their own insurance and should provide a copy certificate for the Booking Manager. If a hirer makes use of a commercial organisation, e.g., caterers, entertainers, or play organisers each organisation must have its own insurance.

## Health and Safety

Hirers using the premises are required to conform to all necessary Health and Safety legislation. For this reason, **children under 16 are not allowed in the kitchen**. The management committee are not responsible for your Health and Safety requirements, or the safe use of your own equipment. Your group's H&S policy and risk assessments must be available to St. Mary's Community Centre and if you are hiring the stage your documents must be produced before you use the stage.

It is the hirer's responsibility to ensure that any electrical equipment brought in has been PAT tested. The H&S officer is Gerard Neill email: [smcchs21@gmail.com](mailto:smcchs21@gmail.com).

- All hirers must abide by our Child Protection Policy. Hirers who are contracted to care for children, young people and vulnerable adults must have their own Child Protection Policy and appropriate DBS clearance for staff and/or volunteers.
- Users of rooms will normally be responsible for setting out and replacing furniture and equipment unless prior arrangements have been made with the Bookings Manager.
- Please leave the areas you have used (including all toilet areas) in a clean and tidy condition and set out as you found it. All rubbish is to be taken away with you.
- Any accident or damage to property or equipment should be reported immediately to the booking manager, especially when it involves possible danger to people or the security of the premises. The cost of any damage is the responsibility of the hirer or group.

Any personal accident or injury is to be noted in the Accident Book to be found on a shelf in the small storage room by the entrance door on the left.

- Other parts of the building might be let; please have consideration for these other users of the centre. NB the car park, foyer, storage areas and kitchen are shared areas – no one group has a monopoly of them.
- Please familiarise yourself with the fire assembly points and procedures in the event of a fire alarm. If the fire alarm sounds all groups must evacuate the building and meet on the Piazza even if it is known to be a 'fire drill'. You are strongly advised to have a register of people in your group, so that, if you need to evacuate the building you can check that all are accounted for. You also should nominate a fire warden from among the organisers of your group.
- The letting of rooms does not imply that car-parking spaces will always be available. Please Park only within the marked bays and note that the areas in front of the hall doors and emergency exit doors are to be kept clear for emergency vehicle access. Only cars displaying a 'blue' disabled parking badge should park in the designated disabled parking area nearest to the hall buildings.

**September 2021**