

Brickworks Community Centre

Halls/Rooms Hire

Instructions and Safety Procedures



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N4 4BY

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Registered Charity 288337 Company limited by guarantee
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Halls 1 & 2



Meeting Room



Marie Heywood
Roof Garden
Room

Cost and hire times of halls and rooms

Rooms	Community Rates (N4,N19, from a 1 mile radius)	Non-Community Rates
Hall 1 (Weekdays)	£30ph	£45ph
Hall 2 (Weekdays)	£40ph	£55ph
Hall 1&2 (Weekends)	£80ph	£90ph
Meeting Room	£30ph	£35ph
Saturday hire (Afternoon)	£600	£700
Marie Heywood Roof Garden Room	£50ph	£60ph
Kitchen	£10	£10
Therapy Rooms	£10	£15
NB. An advanced £200 deposit (returnable) is required for all lettings, for breakages, loud noise, cleaning default or staying over the agreed times		

We will need proof of address to qualify for community rates and if you need to hire any equipment, i.e. projector, laptop, there will be an additional charge for this of £5 each. Bouncy Castle is £50 for the day to rent. Hire times for Saturday are up to 11pm. Please give half an hour clean up time within your hire time.

(1) Requirements of hiring the halls/rooms

To hire the halls/rooms you must provide 2 forms of ID and you must be over the age of 18. Furthermore, the hirers shall not sub-let premises or use the premises other than described in the hire agreement.

Cancellations

Cancellations need to be given a month before the date of hire.

Setting up the night before:

There will be a charge if you require to set up the night before and it will also depend on what services we have as sometimes we may have a booking the night before.

Supervision

When hiring any rooms, the hirers are responsible for:

- Making sure everything is kept in its place and when using any cellotape, posters, or pins make sure nothing is damaged as it will then be your responsibility to pay for any damage.
- The behavior of all people using the premises, whatever their capacity, including proper supervision of all children.
- Deposit will be kept if any damage and centre not cleaned to the standard it should or reports of bad behavior.

Deposits: If deposits are not collected within the two weeks after event/party, will mean a loss of deposit due to banking times.

(2) Safety Procedures

(a) Fire Exit Doors

Ground Floor - Fire Exit doors are situated in the main hall leading to the front entrance, nursery and near toilets.

First Floor – Two Fire Exit Doors are situated near the staircase.

Second Floor – Fire Exit door is situated in the Marie Heywood Roof Garden Room, once outside please make your way down the fire exit stairs.

(b) How to use cooker

There is one cooker in the main kitchen, please ensure when all cooking is finished that all hobs, oven are turned off and that the switch is turned off by the mains.

(c) Keeping kitchen and hall/rooms tidy.

Please make sure kitchen, hall and rooms is cleaned after use, make sure all spills are cleaned up in the room you have hired and kitchen, and make sure that everything is

put back in its place after use. Failure to do this could mean **loss of deposit.**

(d) Electrical appliances

If using any electrical appliances in the building the hirer must make sure they are able to use it safely and when bringing in any electrical appliances to make sure it is in good working order and safe to use.

(e) **Music is to be off on Monday – Friday 9pm and Saturdays at 10.00pm.**

(f) N.B The building has CCTV.

(3) Fly Posting

The hirer shall not carry out or permit fly posting or any form of electronic advertising for your hire unless permitted by the Centre Manager. Claims and proceedings arising from this breach of condition may lead to prosecution by the local authority.

(4) Drunk and Disorderly Behaviour, Noise, Food & Drink and Supply of Illegal Drugs

The hirer shall ensure that they avoid disturbing neighbours, avoid violent or criminal behaviour and care should be taken to avoid excessive consumption of alcohol. Alcohol should not be served to any person suspected of being under the age of 18. **No alcohol** is to be sold in Brickworks, **No Smoking** is permitted anywhere in the building and **No Drugs** is to be brought into the premises failure to comply too these rules will mean a loss on your deposit. **Food and drink are not allowed** to be taken out of the premises, if you refuse to do this, this will mean loss of deposit.

(5) Noise

All sound systems must be kept at a reasonable volume to avoid disturbing residents. Please consider residents when leaving the hall and keep the noise at a minimum, as we are situated in a residential area. We have a sound level meter and if we find the noise has gone over the limit, we will turn the music down and this could mean a loss to your deposit if the noise goes up again.

(6) Parking

Due to the centre being on the main road, please be mindful of where you are parking as we have a bus stop straight outside parking there could mean you receiving a ticket or loss of deposit.

(7) End of Hire

Everything must be cleaned and put away in its original place after use. Please bring your own cleaning equipment. All bins must be emptied and ensure toilet facilities are left clean and tidy.

Hirer Details:

Organisation Name (if applicable):
.....

Address:
.....

Post Code:

Email Address:

Mobile Number:

HIRE DETAILS

Required Day(s)-Date(s):

Required Times (from/until):

Number of people attending:

Rooms to be hired:

Purpose of the hire(briefly):

..... Resources
required (chairs/tables etc.):

I confirm that I have read and agree to the terms and conditions of hiring the hall/room(s) and except that there will be additional charges and loss of deposit if the conditions are not met.

I agree to the Health and safety policy and procedures and will make sure my group is made aware of the procedures and know the evacuation routes too.

Signed by HCCA: Signed by Hirer

.....

Print Name

Print Name

.....

.....

Date:

Date: