GILWERN COMMUNITY CENTRE

CONDITIONS OF HIRE

1. Smoking is not permitted in the building at any time.
2. The Hirer must confirm the booking 10 DAYS before the hire date, and arrange to collect the key from the Council office.
3. Llanelly Community Council reserves the right to refuse any booking or cancel the event for non-compliance with the terms of the Premises Licence by the hirer.
4. Llanelly Community Council accepts no responsibility for any injury, loss or damage resulting from the use of the Centre and surrounding area. Hirers should consider taking out their own insurance for the event.
5. The Hirer must be over the age of 21.
6. The Hirer shall be responsible for the full cost of repair or replacement of any damage or loss caused to any part of the Centre and its fixtures and fittings, and surrounding area. No Sellotape or other items are to be affixed to the walls.
7. The Centre is to be left in a clean and tidy state. All rubbish is to be taken off the premises by the Hirer.
8. The Hirer or nominated Responsible Person will be responsible for the supervision of the premises and behaviour of all persons using the premises during the hire period. In particular, the Hirer should ensure that the noise levels are kept to an acceptable level and there is no disturbance to local residents. The Hirer must ensure that the capacity of 100 persons in the Main Hall is not exceeded.
9. Children are not allowed to use the kitchen unless supervised by a responsible adult.
10. The Hirer or nominated Responsible Person is responsible for the safety of all persons at the event and for the safe and proper use of all equipment. In particular they must familiarise themselves with the following fire precautions:
11. The evacuation procedure
12. Ensuring the emergency exits are kept clear at all times
13. Be aware of the location of the fire safety equipment and fire exits
14. Notify all present of the fire safety requirements
15. Adhere to the NO SMOKING policy at all times
16. The hirer or Responsible person should make sure they have read the Centre’s Alcohol policy, made all aware of it and follow it strictly.
17. At the end of the event the Hirer is responsible for extinguishing all lights, ensuring all taps are turned off and leaving the building locked.