



Community Centre  
Mill Street  
Kirkham  
Lancashire  
PR4 2AN  
01772 682755

## Event Room Hire Instructions

On leaving the building please ensure:

- All items checked with inventory and missing items reported to the Council.
- Any rubbish above one bin liner is removed from the premises.
- Tables are clean.
- Tables and chairs are stacked away.
- The floor is swept and any spills mopped up.
- The kitchen is clean and all food stuff removed.
- The toilets are flushed and taps turned off.
- All windows are closed and locked.
- All heaters are switched off at the wall (WSH thermostat on wall and radiators turned down).
- Everyone is out of the building.
- The alarm is set.
- The double doors are locked.
- Keys are returned to the Community Centre (if applicable).
- Kirkham Town Council and its employees are not responsible for any theft or damage to any belongings within the Community Centre and Car Park. The onus is on each individual person.



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 Mill Street  
 Kirkham  
 Lancashire  
 PR4 2AN  
 01772 682755

## Terms & Conditions

- All bookings must be paid in advance for non-regular users.
- The responsible person who signed the booking form will be responsible for ensuring that at all times during the period of booking there will be a leader/responsible person in attendance.
- The responsible person who signed the Community Centre booking form must be familiar with the terms and conditions and will be responsible for communicating these terms and conditions to all members of the user organisation/group if he/she deems it necessary.
- Organisation/group and the responsible person who signed the Community Centre booking form must ensure sufficient and proper supervision of its activities at all times, ensure the maintenance of good order and is responsible for any damage to the building, its furnishings and equipment.
- The responsible person who signed the Community Centre booking form will ensure that damage to the hall property and its equipment are repaired or replaced to the satisfaction of the Town Clerk or reimburse the cost of such damage.
- A deposit of 20% must be paid to secure a booking.
- A returnable bond of £500 must be paid for group bookings of more than 100 people.
- Any damage to the Community Centre must be reported immediately to the Town Clerk.
- The responsible person who signed the Community Centre booking form must ensure that children are supervised and kept under control at all times whilst on the premises.
- All regular hire invoices must be paid within 30 days of the date of invoice. The Town Clerk will cancel its hire to groups/organisations with persistent late-payment, and immediately in case of non-payment. The Town Council will actively seek full payment through the Small Claims Court.
- Time booked includes any setting up and clearing up period.
- Furniture and equipment moved during sessions must be returned to their original location.
- The leader of the organisation/group will be responsible for the return of the keys through the letter-box at the end of the paid session.
- There is a charge of £50 per key for the replacement of lost keys which is to be paid by the person booking the venue.
- The First Aid Box is located in the kitchen. All accidents requiring first aid treatment must be reported to the Town Clerk and logged in the Accident Report Book located beside the first aid kit.
- There should be no fixings to the walls.
- Smoking is not permitted within Town Council buildings.
- The Town Clerk reserves the right to cancel or postpone any hire at short notice in urgent need.
- 14 days' notice is required to terminate the booking.
- The leader of the organisation/group to advise the Town Clerk, in writing, should he/she no longer be involved with the organisation/group.

BACS Payment	Bank: Santander
	Account Name: Kirkham Town Council
	Sort Code: 09-02-22
	Account Number: 10693324
Cheque Payment	Payable to: Kirkham Town Council