**Walkley Community Centre**

7a Fir Street, Walkley Sheffield S6 3TG

# Telephone 0114 2517171

enquire@firstreet.org.uk

# Registered Charity No. 1136976

# Company Limited by Guarantee No. 7268567

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**Hire of Walkley Community Centre (WCC)**

**Please read the following conditions of hire. All bookings are made on the understanding that people hiring the centre agree to abide by these conditions. All groups/individuals hiring the centre should ensure they have adequate public liability insurance.**

**Security & Safety**

1. If you have been lent keys to the Centre, they remain the property of WCC and must not be copied or given to another party without the express permission of WCC.
2. The keys may only be used for the session you currently have booked with WCC. They must be returned as agreed at the termination of the booking. Access is not permitted at any other times without the express permission of WCC. A key deposit of £15 will be charged at the commencement of hire and returned when the hire is terminated.
3. If you cease to hire WCC, or your hire is terminated by the trustees, any keys in your possession must be returned on the last day of hire.
4. **As the hirer, you are responsible for the security of the hall during your hire period.** At the end of your session you agree to secure the centre, having checked that all lights are switched off, windows and doors are shut and that there is no one left on the premises. All electrical items must be unplugged and internal doors shut. The car-park gate must be closed and locked at the end of the session. If another group is hiring other areas of the building at the same time, the last group leaving is responsible for ensuring the building is secured properly and for closing the car-park gates. If you are hiring the upstairs room you agree to ensure that the front door is secured during your hire period to ensure that no people enter the premises without permission. Please note you are responsible for ensuring only members of your group are on the premises during the period of hire. **Breach of this condition will result in the immediate cancellation of your booking.**

**Please always talk to any other group in the building at the same time to ensure each group is aware of the others presence and to coordinate closing the building and maintaining security.**

1. If the keys are lost you must immediately notify a trustee of WCC. Please ensure the keys are not marked as being the keys for the centre to reduce the possibility of misuse if lost. If the keys need to be replaced you will be charged the cost of replacing them. If the loss of the keys jeopardizes the security of the building and we need to change the locks, this cost will be passed on to the hirer.

6. Please ensure all external doors are locked when securing the building at the end of your period of hire.

1. Please ensure that you are familiar with the fire procedure, which is displayed on the notice boards in the centre, as well as the location of fire extinguishers. Do not obstruct passageways and fire doors or wedge them open. Ensure all emergency lighting is operational – if not please email Rick (chair@firstreet.org.uk). SEE THE FOLLOWING SECTION ON FIRE SAFETY.
2. A medical box and accident book is situated in the kitchen and Stewards Room. Please ensure all accidents are entered into the accident book.
3. WCC reserves the right to impose a returnable deposit in respect of the hire of the premises. The deposit (or part thereof) will be retained if any damage is incurred, the hire time is exceeded or the centre is left in a dirty or untidy state.

**Use of Walkley Community Centre**

**Please always ensure you check the building at the start of your hire period to ensure there are no health and safety or fire risks.**

1. The hirer is responsible for the centre during the period of hire. This includes being responsible for any actions and behaviour of any member of your group or party. Drunkenness, violent, quarrelsome or riotous behaviour is not permitted on the premises.
2. No alcohol may be retailed by the hirer. Where WCC is providing a bar, hirers and guests are reminded that we are licensed and only alcohol provided by our bar may be consumed on the premises.
3. Smoking or any naked flames (including candles) are not permitted on the premises. E-cigarettes and electronic candles are permitted.
4. All furniture should be returned to its original position and the building should be left in a clean and tidy state.
5. Any equipment used in the kitchen should be washed and returned to their original place and dishcloths hung up. Any electrical equipment used should be switched off at the wall. All rubbish must be removed from the premises.
6. Items must not be fixed to the walls using blue tack, pins or sticky tape. There are hooks behind each curtain which you can use to fix banners & bunting etc.
7. No additional electrical equipment (including fires) should be brought onto the premises. Cassette/CD Players may be used during your hire but must be plugged into the socket on the stage as this is equipped with a circuit breaker. All equipment should be PAT tested and display a sticker confirming this.
8. It is very important to ensure noise is kept to a minimum – the fire doors should always be closed throughout your period of hire. Leave the building quietly with the minimum of noise to reduce disturbance to neighbours.
9. If you use our ladders, this is strictly at your own risk.

**Ending of Hire Agreements**

Cancellation by Hirer

If you have made a booking for a single event, cancellation of the hire should be made at least two weeks prior to the event with no penalty. If you cancel within 14 days of the event taking place, WCC reserves the right to charge the full hire charge as agreed when the original booking was made.

If you have a regular weekly or monthly booking and wish to terminate the hire, you are required to provide four weeks written notice.

If you wish to cancel individual sessions you are required to give 14 days written notice.

If we do not receive this notice on time we reserve the right to charge full price for the booked session(s).

Notification must be by email to [bookings@firstreet.org.uk](mailto:bookings@firstreet.org.uk) or in writing by post into the letterbox.

Cancellation by Walkley Community Centre

Walkley Community Centre reserves the right to terminate any booking with four weeks written notice. Reasons for this could include (but are not restricted to) hire charge arrears, security breaches or misuse of the building either by breaching this hire agreement or by breaching the conditions of the Centre’s licence with Sheffield City Council. In cases of serious breaches of this hire agreement or licence, WCC reserves the right to terminate the agreement with immediate effect without notice being required.

**Equal Opportunities**

WCC believes strongly in Equal Opportunities in relation to hiring and using our community facilities. All bookings are made with the understanding that hirers agree to abide by our Equal Opportunities Policy. Any group or individual who misrepresents their identity to secure a booking, and by doing so breaches our Equal Opportunities Policy will have their booking cancelled immediately. All hirers must sign up to WCC Equal Opportunities Policy.

**Additional Hire Notes**

**Fire Safety**

Fire legislation states that if premises are hired out as an empty and unsupervised facility, then the fire safety responsibilities of those hiring the building need to be established as part of the contract of hire. **Therefore please note that as the hirer of the premises or part of the premises, you are the responsible person as defined in law to ensure fire safety regulations are met during the period of hire. If you delegate this responsibility to another member of your group you must notify WCC of this in writing. Details are displayed on notices throughout the building.**

As the hirer you should ensure that prior to your group entering the premises

* That you are familiar with, and keep clear, fire escape routes from the room you are hiring
* That you are familiar with the muster point
* That you do not exceed the maximum capacity for your event (140 for whole building)
* That all fire doors are kept shut. The rear fire must not be used as an entrance/exit once your event has begun
* That you are familiar with the position of fire extinguishers and fire break panels
* That you know the location of the centre to give directions to the emergency services
* That you ensure those attending your group are made aware of fire safety procedures
* That all flammable liquids gas cylinders and fires are prohibited.
* That all electrical equipment brought onto the premises is safety checked.
* That all emergency lighting is operational and not obscured during your period of hire

**Vulnerable Adult & Child Protection**

The lead safeguarder for WCC is Natalie Allistone

Contact number: 07588892138

Email: nplallist@yahoo.com

All hirers of the centre providing events or groups attended by under 18 year olds have a duty to ensure children and vulnerable adults are not put at risk. It is **essential** that all hirers running groups or providing services, which attract children or vulnerable adults, have been DBS checked and hold a current certificate. They also have a responsibility to ensure they are clear about how they use the building to minimise any risk to the health and safety of vulnerable adults and children. Adequate and appropriate insurance is strongly encouraged.

WCC has a number of rooms, which it hires out to different groups. Sometimes therefore there will be groups on the premises at the same time as groups catering for children. To safeguard children on the premises please ensure they are adequately supervised at all times especially in the common areas including the toilets and hallway.

* **Please ensure**
* **Children DO NOT go onto the stage**
* **DO NOT play in the car park (due to moving cars)**
* **DO NOT go onto the fire escape**
* **Do not play on the stairs up to the 1st floor**
* **DO keep out of the kitchen**
* **For further information please consult our:**
* **Vulnerable Adult & Child Protection Policy**
* **Fire Safety Policy & Emergency Plan**
* **Equality & Diversity Policy**

May 2017