

Office Hours:
Monday – Friday 09.00 am – 12.00 pm



User Groups - Conditions of Hire

- 1) Invoicing will be monthly. Please settle accounts promptly and within 10 days from the date of the invoice. Please see invoice for payment details and ensure that you have **referenced your invoice number**.
- 2) Prices are reviewed every year by the committee and adjusted accordingly with price changes taking effect in January.
- 3) Organisers must arrive ahead of any children/adults. Children **must** be supervised at all times. Organisers and members of user groups must not arrive before the allotted time.
- 4) **The hirer is responsible for setting out chairs/tables as required and must put the room back to its original state at the end of the session. If trestle tables are used, they must be returned to their trollies. Please have some consideration for the floor when moving furniture. The room must be left in a clean and tidy condition.**
- 5) Do no obstruct fire exits.
- 6) If the kitchen is hired, it must be left in a **clean and tidy condition**. Cleaning of the cooker, sinks, etc is the responsibility of the hirer.
- 7) Please ensure all recycling materials are separated and put in the recycling bins provided within the kitchens.
- 8) **Check that all doors and windows are closed, and lights, air conditioning/heating are switched off when you leave. You will incur a fee of a minimum of £10.00 if the air conditioning/heating is left on. The hirer is expected to check at the end of each session.**
- 9) Any damages to property or equipment must be paid for by the hirer. Please inform the office of any damage or report any faults found.

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VAT Reg. No. 348 5539 22 Charity Reg. No. 265702



- 10) The management committee do not accept responsibility for any goods/valuables brought to the centre, or damage to cars parked in the car park.
- 11) Only facilities hired are to be used. Do not assume that because a room is vacant, it is not being used at a later time.
- 12) If the bar is open during the user groups hire, over 18-year-olds may use the bar facilities. A list of names must be provided to the door/bar staff.
- 13) Ensure that disabled/emergency car parking areas are not abused.
- 14) In case of fire/emergency it is the hirers responsibility to ensure that your group is evacuated and accounted for. **Please note fire assembly point is in the car park.**
- 15) The hirer is responsible for ensuring that any items of electrical equipment brought into the centre complies with the requirement of the 1989 electricity at work regulations and are safe and suitable for the required use.
- 16) Organisers should ensure that any food preparation conforms to the food safety (general food hygiene) regulations, and that any music played conforms to the appropriate performing rights regulations.
- 17) Do not stick anything on the walls. **BLUE TACK MAY BE USED ONLY ON THE WOODEN PANNELING.**
- 18) Chewing gum in the centre is **banned.**
- 19) Any ball games may be played with a **soft sponge ball only.**

- 20) The foyer must be **kept clear at all times**. This is in case a swift evacuation is required.
- 21) Please ensure that your members know that bicycles are not allowed inside the centre.
- 22) Alterations to timings and cancellations must be notified to the office staff a minimum of one week in advance of the booking by email info@coleviewcommunitycentre.org.uk and must allow for time to be viewed within office hours: Monday - Fridays 09.00am – 12.00pm. **The hirer will be required to pay for any sessions not cancelled within the required time period.**
- 23) If user groups arrange coach trips from the centre, they must check with the office staff to determine when it is convenient for them to use the car park. Please do not assume you can leave cars in the car park during coach trips.
- 24) Hirers are responsible for checking that the toilets are left clean and tidy. Health & safety laws dictate that **no soiled disposable nappies are put into the paladins, rubbish bins or ladies' sanitary bins. A nappy bin is located in the disabled toilets/baby change & the family room female toilet.**
- 25) We are now in the possession of a defibrillator. This is situated on the wall outside the centre. If you need to use this, please call 999 and they will give you the pass code. The defibrillator will give verbal instructions and has pads for child and adult use.
- 26) Wi-fi is available for your group to use only. Please contact the Office for the password.

AUGUST 2026