

Office Hours:
Monday – Friday 9.00 am – 12.00 pm



SUNDAY FUNCTION ROOMS CONDITIONS OF HIRE
CONDITIONS OF BOOKING, PAYMENT AND CANCELLATION

The fee for a Sunday evening booking is £305.00. £100.00 of this is a deposit. This is returnable after the function, if all the Conditions of Hire are complied with.

Full payment for functions must be made 28 days in advance of function.

Cancellations can be taken over the telephone with proof of booking.

The deposit is not returnable if the function is cancelled.

If cancelled within 28 days of the proposed function all monies that have been paid will be forfeited.

Coleview's function rooms have a policy on numbers of adults in attendance at functions as stated below.

Towcester Suite minimum 50 adults' maximum 140

Colebrook Hall minimum 50 adults' maximum 130

Please note if minimum requirement is not reached on the day your deposit will be forfeited.

The Management Committee reserves the right to retain all or part of the deposit if the Conditions of Hire are contravened.

All damages to property and equipment are to be paid for by the hirer. The deposit will also be forfeited.

All charges are liable to VAT.

The hirer will be responsible for the conduct of those persons attending the function and **MUST** be in attendance at all times.

We cannot be held responsible for the activities organised and supervised by you whilst using our facilities. It is strongly recommended that you have suitable Public Liability Insurance in place to protect you against legal action for injury or damage to property.

The Centre is only to be used during the period of hire. Extra preparation time maybe hired if available. Do not assume that because a room is vacant, it is not being used at a later stage.

Towcester Road, Swindon, SN3 4AS

T: 01793 824780

E: info@coleviewcommunitycentre.org.uk

www.coleviewcommunitycentre.org.uk

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



Please note all persons to vacate the Centre promptly at the end of the function.

From Sunday 1st July 2007 it is against the law to smoke in these premises.

BAR TIMES

Please see booking form for bar times.

Raffles: Any alcohol or soft drinks won in a raffle **CANNOT BE OPENED OR CONSUMED ANYWHERE ON THE CENTRE'S PREMISES.**

LICENSING GENERAL RULES

Members only are permitted in the lounge bar.

No drinks can be taken from the function halls into any other area of the Centre.

Alcoholic and soft drinks purchased elsewhere cannot be opened or consumed anywhere on the Centre's premises.

Underage Drinking Bar Staff are authorised to check age and or identity of customers and refuse service should circumstances warrant.

When Unruly Behaviour/Misconduct/Misdemeanours occur, any Coleview Community Centre Officer or Staff are authorised to eject perpetrators from the premises at their discretion.

GENERAL RULES

It is an offence to obstruct fire doors. Please ensure, therefore, that all fire exits and foyers are kept clear at all times.

All food plates etc. at the end of a function must be placed into black sacks and left in the kitchen for disposal (bags not supplied).

The condition of the room is to be returned to how you found it at the beginning of the evening. Floor plans are emailed at the time of booking.

It is the hirer's responsibility to ensure that all decorations & equipment (including catering and music equipment) is removed from the Centre at the termination of the booking. ENSURE YOUR CATERERS/ENTERTAINERS/DECORATORS ARE INFORMED.

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Any party balloon gas cylinders must be REMOVED FROM SITE at the end of the booking.

**NO CONFETTI IS TO BE USED WITHIN THE CONFINES OF COLEVIEW COMMUNITY CENTRE;
THIS INCLUDES PARTY/TABLE CONFETTI OF ANY DESCRIPTION.**

Blu tack only to be used on any wooden surfaces nothing on the walls, NO SELLOTAPE/PINS/TACKS OR DOUBLE-SIDED STICKY PADS

The hirer must ensure that guests show consideration for the Centre's neighbours at all times, especially when leaving the Centre.

Please ensure that disabled/emergency car parking areas are not abused.

FOOD REGULATIONS

General Food Hygiene Regulations: Under these regulations, if the hirer is using outside caterers, please ensure that they have the relevant form of food hygiene training, and registration with the Environmental Health Department of Swindon Borough Council. These regulations do not apply to persons providing food on their own behalf.

The hirer is responsible for ensuring that any items of electrical equipment brought onto the premises in connection with a booking, complies with the requirement of the 1989 Electricity at Work Regulations, and are safe and suitable for the required use.

DISCLAIMER

The Management Committee cannot accept responsibility for any goods or valuables brought into the Centre or for cars etc parked in the car park.

Hirers, guests, caterers or any third parties that use or move equipment, e.g. tables, chairs etc, do so at their own risk. The Management Committee cannot accept any responsibility.