

Office Hours:
Monday – Friday 09.00 am – 12.00



STANDARD CONDITIONS OF HIRE

1. Please settle accounts promptly, your booking is not confirmed until payment has been received. Payment can be made either by card or BACS, please see invoice for BACS details and ensure that you have **referenced your invoice number on the payment, followed by an email info@coleviewcommunitycentre.org.uk** to confirm payment.
2. Prices are reviewed every year by the committee and adjusted accordingly with price changes taking effect in May.
3. Organisers must arrive ahead of the children/adults attending. Children **must** be supervised at all times. Organisers and attendees must stay within their allotted booking times.
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. Please turn off all lights and air conditioning/heating as 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.**
5. Do not obstruct fire exits.
6. If the kitchen is included in your hire, it must be left in a **CLEAN AND TIDY CONDITION**. Cleaning of the cooker, sinks etc. is the responsibility of the hirer.
7. As a charity facing rising costs, if waste left by you on site is deemed excessive, we will contact you to ask for a financial contribution towards the amount we pay for disposal.
8. Please ensure all recycling materials are separated and put in the recycling bins provided within the kitchens.

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



9. Check that all doors and windows are closed, and lights, air conditioning/heating are switched off when you leave.
10. Any damages to property or equipment must be paid for by the hirer. Please inform the office info@coleviewcommunitycentre.org.uk of any damage or report any faults found.
11. The Management Committee do not accept responsibility for any goods/valuables brought to the Centre, or damage to cars parked in the car park.
12. Only facilities hired are to be used. Do not assume that because a room is vacant, it has not been booked.
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 use Sellotape, sticky pads or pins on the walls. **Blu Tack only.**
18. Chewing gum in the Centre is **BANNED.**
19. **NO BALLS GAMES are permitted in the halls or the car parking area.**



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 up to 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. User groups will be required to pay for any sessions not cancelled within the required time period.
23. 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.**
24. 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. We will be displaying what3words around the centre for location in an emergency.

September 2026



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