

Key Information for Hirers

**Thank you for choosing to book the Redhouse Community Centre!
We hope that you have an enjoyable time!**

Some of the key points to note are as follows:

General:

- It is the hirer's responsibility to set up / down all of their own equipment and to ensure that the Centre is left in a clean and tidy state at the end of their booking. A dustpan and brush and a broom can be found in the kitchen for your use. All windows must be closed at the end of a booking.
- When decorating the walls, doors & beams please only use white tack as this is non-marking.
- The Centre will be opened up at the start and closed at the end of your booking by Centre Staff. The time period you have booked is the time that you should be ready to enter and also leave the building. If you require extra time for setting up / clearing away this must be booked in advance of the session.
- **Any booking that exceeds the allocated time slot will be charged.**
- Please do not leave the building unless a member of staff from the Centre is on site.
- Please make yourself aware of all fire exits at the beginning of your time here.
- Smoking is only permitted outside the perimeter of the premises.
- First aid boxes are situated in the Kitchen and Kitchenette.
- All music must be turned off no later than 10pm.
- No alcohol can be consumed or served in Redhouse Community Centre, including outside areas.
- Please **DO NOT** stand on the folding chairs – they are not strong enough to be used in this way.
- Children must be supervised at all times when on the premises by a parent, carer or room hirer.
- Please note that your booking is for the selected room only, with associated use of the kitchen and toilets. Do not set up furniture or any other equipment in the foyer in the interest of health and safety for all users.

Garden Use:

- **Most importantly, please keep outside noise to a minimum in order to respect our neighbours.**
- Nobody is to climb on any of the surrounding fences.

Rubbish:

- The hirer should ensure that they bring their own bin bags and that all general rubbish is taken away from the Centre.
- There is a nappy bin provided in the disabled / baby changing toilet.
- A brush, dustpan and brush and mop and bucket can be found in either the store cupboard or the kitchen. Please ask a member of staff if you cannot locate one.

Kitchen:

If required, the kitchen comes with the following accessories:

- Oven (Trays not supplied)
- Induction hob (Pans not supplied. Induction - requires steel or iron pans, not aluminium)
- Fridge
- Freezer
- Dishwasher – please read instructions thoroughly if you plan to use it. The dishwasher must be drained at the end of hire.
- Mugs and a hot water urn are available for teas and coffees – please provide your own milk, tea bags, coffee and sugar.
- Please be aware that the kitchen is a shared space with other users of the Centre.
- Children under 10 MUST be accompanied when in the kitchen in the interest of health and safety.

Kitchenette:

If required, the kitchenette comes with the following accessories:

- Fridge
- Dishwasher – please read instructions thoroughly if you plan to use it. The dishwasher must be drained at the end of hire
- Mugs and a hot water urn are available for teas and coffees – please provide your own milk, tea bags, coffee and sugar.
- Children under 10 MUST be accompanied when in the kitchenette in the interest of health and safety.

Parking:

- There are 25 free spaces available in the Centre car park, including 2 disabled spaces.
- Spaces are available on a first come first served basis and parking cannot be guaranteed.
- There is ample free parking behind the Centre (next to Uplands Charity Shop, Isambard Way, SN25 2NT).
- Vehicles left in the Centre car park are left at the owners own risk.

Disco:

- **If you are hiring a DJ or entertainer for the main hall, ensure they are aware that their equipment will go through our noise limiter (NLX™ v2.2). Please contact us for more information if needed.**
- Smoke machines are NOT permitted as these will set off the fire alarm.

Music:

- **ALL music and microphone equipment used in the main hall will go through the noise limiter.** This ensures that the sound levels are in line with regulations.
- If you or your DJ / entertainer fail to comply with this and continue to create excessive noise, the power will be shut off and no refund will be given.
- Please keep doors shut and where possible windows also to limit noise to residents nearby.