

LONG ITCHINGTON COMMUNITY CENTRE

Hire Charges

	<u>Weekdays</u>	<u>Saturday</u>	<u>Sunday</u>
Community Room			
First hour	12.00	14.00	17.00
Each succeeding hour or part thereof	6.00	7.00	8.00
School Hall			
1 hour only	17.50	17.50	17.50
2 hours only	22.50	27.00	32.00
Each succeeding hour or part thereof	5.00	7.00	9.00

Bookings: All bookings are made by arrangement with the **Lettings Secretary**. Extended bookings and full weekend rates are also available by arrangement.

What is included: The Community Room charges cover the use all the facilities available in the Community Centre including the kitchen and all the kitchen equipment provided.

Additional equipment: Please make it clear at the time of booking if any equipment shown as being 'available on request' is required. (see separate sheet)

Confirmation of booking: For one-off events (parties, meetings etc) the booking will be confirmed when payment is received at least one week prior to the date of the event unless otherwise agreed by the Lettings Secretary.

Preparation time: Charges for one-off events are to be paid immediately prior to a booking. Any preparation time must be booked with the Lettings Secretary and will be charged at the normal rates.

Access: The **Caretaker** will have a copy of your booking and meet you on site at your allotted time.

Lettings Secretary

Parish Clerk
The Community Centre
Stockton Road
Long Itchington
CV47 9QP
Tel: 01926 815216

Caretaker (weekdays)

Mrs Fay Sheasby
39 Stockton Road
Long Itchington
CV47 9QP
Tel: 01926 817886

Caretaker (weekends)

Mr Ray Parsons
10 Leigh Crescent
Long Itchington
CV47 9QP
Tel: 07787591093

Email: lipcccbookings@btconnect.com

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Rules and Conditions of Hire

1. It is the responsibility of the Hirer to bring to the attention of all participants the notices of fire regulations and emergency evacuation procedures.
2. The fire exits must be clear of any obstacle at all times, and curtains should be drawn back to allow access.
3. No smoke machines are permitted on the premises.
4. If the smoke alarms are activated in a non-emergency situation the cost of the call-out will be charged to the Hirer.
5. Any damage, breakages or losses must be reported in the Breakages and Damages book tied to the cupboard door in the kitchen and also reported to the Caretaker on duty.
6. Hirers are responsible for any damage caused to any part of the site and for any breakages to any equipment during their event.
7. Functions must end in time to allow the site to be cleared by 12.00 midnight.
8. **Refuse.** All recyclable waste (paper, card, glass bottles, tin cans, etc) should be deposited in the (grey) recycling bin provided in the kitchen. Non-recyclable waste should be securely wrapped and deposited in the (black) waste bin. Large quantities of waste should be removed from the site and disposed of by hirers. Black plastic sacks are provided. Limited excess can be deposited responsibly in the wheelie bins outside and opposite the back door of the kitchen. The bins are colour-coded as for our domestic waste: grey (non-recyclable waste), blue (recyclables – no plastic bags) and green waste. Please do not use the large Biffa bins.
9. A booking may be cancelled without charge providing the Lettings Secretary receives 48 hours' notice.
- 10. THE ROOM IS TO BE LEFT AS CLEAN AND TIDY AS YOU WOULD WISH TO FIND IT IN READINESS FOR THE NEXT FUNCTION.** Cleaning equipment is stored in the kitchen cupboard.