

General Hire Conditions for Gwernymynydd Village Centre

The Centre is here for the benefit of the community and we ask that everyone who uses it helps to keep it safe, pleasant and clean, for their own enjoyment and for the users who follow them.

These housekeeping rules were designed with this in mind and, as we cannot fund a cleaning service to follow each hire, we thank you for the following:

- 1: Please enter the Centre through the front doors to shed dirt on the lobby mats and spare the Hall floors. You may want to use the rear exit door in the kitchen for loading and offloading. The Fire Exit in the Hall is, as signed, 'For Exit' only.
- 2: Sweep the Hall and/or kitchen floors clean and mop up any spills as necessary.
- 3: Wipe clean any tables and plastic chairs that you use before putting them away.
- 4: Take all leftover food home. Place rubbish/kitchen waste in a bin liner (supplied) then put in the outside bin to the rear of the kitchen and re-line the kitchen bin. Note that nappies can't be placed in any of the bins here and must be taken home.
- 5: Wipe down kitchen surfaces and sinks, rinse and lay out the dishcloths.
- 6: Check that the toilets (Gents, Ladies and Disabled) are clean and have been flushed at the end of your session.

The following are concerned with safety and security, with thoughtful energy use and to encourage recycling, so please:

7. If you have used the folding chairs, replace them on the stands and the stands in the store, carefully and according to the guidelines on the inside of the store doors.
- 8: Please take home your recyclables wherever possible as we don't have recycling facilities at the Centre.
8. Check that electrical items used in the kitchen are switched off and unplugged.
- 9: Make sure all the lights are off, inside and out, as the last person leaves.
- 10: Check that the doors are closed, correctly bolted and locked.

It is a good idea to designate one responsible person to run the final checks.

Finally:

No Smoking: thank you, the Village Centre is a smoke-free site both inside and out.

Consideration: please be mindful of our neighbours and keep noise to a reasonable level, whether that's of music or as you are leaving and particularly late at night.

Hire period: should cover setting up before and cleaning/final checks afterwards.

Cancellation: tell us as soon as possible and *before* your session, if you can't attend.

Insurance: The Village Centre has Public Liability Insurance, however:

- i) if you are hiring equipment such as a bouncy castle, you will not be covered under our policy. Please ensure that your equipment provider has arranged appropriate insurance.
- ii) if you hire the Hall for the purpose of running your business, we require a copy of your insurance.

Damage: Please report any accidental damage promptly to the Caretaker or an in-contact Trustee. Contact information is provided in various points in the Village Centre, as are reminders of the Housekeeping Rules.

Enquiries: If you have any questions about the facilities and these conditions, or to book, please contact our Bookings Secretary at bookings@gwernymynydd.org.uk

We thank everyone for their co-operation.

**Our users, occasional and regular, are welcome and hugely valued by us
and we want their time here to be wonderful!**

The Trustees of Gwernymynydd Village Centre