

Hire Conditions for Gwernymynydd Village Centre

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

Thank you for abiding by the following:

#1: Housekeeping

- 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: At the end of your session, wipe clean any tables and plastic chairs that you use before putting them away.
- 3: Mop up any spills on the floor, then sweep and/or vacuum the Hall and kitchen floors as necessary to leave them clean. Vacuum the sweeping "scissors" if you used them, too.
- 4: The law requires that all businesses (charities included) recycle certain kinds of waste. Please **sort clean recyclables** and take to the appropriate bins outside by the back door. More information is on the kitchen wall.
5. Place general/kitchen waste in the grey kitchen bin then take to the red bin outside, re-lining the kitchen bin.
6. Nappy changing facilities are in the toilet at the back of the kitchen. *Note that nappies must be taken home, not placed in any of the bins*
- 5: Wipe down kitchen surfaces and sinks, rinse and lay out the dishcloths.
- 6: Check that all three of the toilets (Gents, Ladies and Disabled) have been flushed and that the seats are clean before leaving. **Please don't omit this step.**

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#2: Energy and safety

The following are concerned with thoughtful energy use, safety and security:

7. If you have used the folding chairs, replace them on the stands, following the guidelines inside the store doors. Then replace the stand(s) in the store (the right way round, with **the swivelling wheels in last**). Take care as there is limited space in the store.

8: Check that any electrical items used have been switched off.

9. If you have altered the thermostat, please return it to its previous setting, or you will stop the heating coming on as programmed for the next user.

10: Make sure that lights are switched off, inside and out, as the last person leaves.

11: Check that the doors are closed, correctly bolted and locked and the auto function on the outer front door is switched off.

We recommend that you designate one responsible person to run the final checks each time (checklists are available).

#3: Everything else

No Smoking: the Village Centre is a smoke-free site, both inside and out. It is the hirer's responsibility to police this, thank you.

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

Hire period: your hire period should cover setting up beforehand and any necessary cleaning and final checks afterwards. Regular users **only** are granted leeway of up to 15 minutes either side for set-up and clean up.

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

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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. And (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.

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

***The GVC committee thanks 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.***