

## Hire Conditions for Gwernymynydd Village Centre #1: Housekeeping

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 follow them.

*These guidelines form the basis of your contract with us.*

*We reserve the right to charge cleaning and/or caretaking fees of*

*£12.50 an hour in the event of them not being followed.*

- 1: **Please enter the Centre through the front doors**, to shed dirt on the lobby mats and spare the Hall floors. You may 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 of the tables and children's furniture that you have used use before putting them away.
- 3: Mop up any spills on the floor, then sweep and/or vacuum the Hall and kitchen floors and mats as necessary to leave them clean. **Please, if you use the sweeping "scissors", vacuum them thoroughly before replacing them.**
- 4: The law requires that all businesses (charities included) recycle certain kinds of waste. **Please sort your clean/rinsed recyclables** and take to the appropriate bins that are outside by the back door. More information is on the kitchen wall.
5. Place general/kitchen waste in the grey kitchen bin and take to the red bin outside, then re-line the kitchen bin.
6. Nappy changing facilities are in the toilet at the back of the kitchen. **Please 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.**

## Hire Conditions for Gwernymynydd Village Centre #2: Energy and safety

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

*Please note:*

**\*\*All persons use the Centre's facilities, inside and out, at their own risk.\*\***

7. If you have used the folding chairs, replace them on the stands as per 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 moving items around, as there is limited space in the store\*\***

8: Check that any electrical items you 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. Let us know if the heating levels were not satisfactory for you.

10: Make sure that all the indoor lights are switched off before leaving (the external lights are sensor-activated or on a timer).

11: Coming in at the front, please do take a minute to read the advice on the door. The front door bolts **must** be opened **before** you turn the door to 'AUTO' so that the push pads work. Turn the key to 'OFF' and check that the doors are closed, correctly bolted and locked when you leave.

**We recommend that you designate one responsible person to run the final checks at the end of each session.**

Checklists are available on the board.

**No Smoking - a reminder:**

**The Village Centre is a designated smoke-free site, both inside and out. It is the hirer's responsibility to police this, thank you.**

## Hire Conditions for Gwernymynydd Village Centre #3: Everything else

**Consideration:** please be mindful of our neighbours and keep noise, whether of music etc or as you are leaving, to a reasonable level, 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. We do not usually charge in the event of a genuine reason for cancelling at short notice but we reserve the right to make a charge where we have incurred costs, e.g. not been given sufficient notice to alter heating etc.

**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, you must have appropriate cover and we require a copy of your current 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](mailto: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.**