



Pye Green Community Centre

Bradbury Lane, Hednesford, Staffs, WS12 4EP

Tel: 01543 424872

The Community Centre is ideal for various uses including Birthday Parties, Weddings, Anniversaries and other Special Parties, Business and Community Meetings, Keep Fit Classes, Dances, Training Events, Seminars and such other events as deemed appropriate by the management committee.

The Community centre is also available to hire for children's birthday parties from 1-17yrs but with no licensed bar.

Facilities Include:

- Function Room:- 150 Dancing, 140 Seated (seated events involving the use of tables and Chairs)
- Meeting Room 1 :- 20 Seated at Meeting Table, 40 Seated Lecture Style
- Meeting Room 2 :- 10 Seated at Meeting Table, 16 Seated Lecture Style
- IT Suite
- Licensed for Public Entertainment
- Licensed Bar Last Orders Strictly 11.20pm
- Air Conditioning
- Large Kitchen with Basic Facilities
- Projector for Hire in both the Function Room & Meeting Room 1
- Fully disabled accessible
- Car Parking
- Sound to light system

We look forward to welcoming you!!

Booking Procedure

- You may telephone 01543 424872 Availability can be checked online at www.hednesford-tc.gov.uk
- All Bookings must be made on an official booking form (enclosed) which must be accompanied with the full hire fee plus a refundable deposit as set out in the schedule of charges. If payment is not received the booking will be cancelled. **Cheques** must be made payable to **Hednesford Town Council**. **Payment can be accepted by debit/ credit card or bank transfer.**
- A Data protection consent form must be filled in at the time of booking.
- All Bookings received will be acknowledged as soon as possible following receipt. All bookings are subject to the Council's hiring conditions.

Conditions of Hire

Cancellation of Booking

By the Hirer

- All cancellations and postponements shall be notified in writing to the Council. The hirer may be refunded monies less a £40 administration fee, no less than 7 days before the hire is due to commence.

By the Council

- The Council reserves the right at any time to cancel any bookings made without prior notice, subject only to refund of any money paid. The Council accepts no liability for any payment either to the hirer or to any person in respect of a claim for compensation or damage arising from the cancellation of the hiring and the hirer may wish to consider taking out insurance to cover this risk.

Restrictions on Bookings

-The Council reserves the right to refuse any request for a booking and/or to cancel an accepted booking with a full refund of any monies paid by the hirer without prior notice if it has reasonable grounds for believing that the hiring or proposed hiring of any premises may cause or result in disturbance or nuisance to the owners and/or occupiers of nearby premises, damage to council property and/or injury or threats of violence to council employees or contractors. At any time during the hire of the centre a Council Officer may visit the centre to ensure the smooth running of any function without prior consent.

Charges

- The Council reserves the right to vary its charges periodically without notice (regular hirers).

Use of the Premises

- The premises shall only be used for the purpose specified on the booking form. In the event that the premises are being used by the hirer or any other person for other purposes the Council is empowered to stop proceedings and close the premises. The hire charge will remain payable in full in such circumstances. The hire will commence and terminate at the times specified on the booking form, failure to observe this condition will result in an additional cost to be paid by the hirer for extra caretaking time.

Injury to Persons and Loss of Property – The use of the premises is entirely at the risk of the hirer.

The Council **will not be liable** for the death or injury to any person attending the premises or the function - the subject of the hiring, or for any losses, claims, demands, actions, proceedings, damages, costs or expenses or other liability incurred by the hirer in the exercise of the rights

granted by the agreement except where such death, injury or loss is due to the negligence of the Council.

The Council will not under any circumstances accept responsibility or liability in respect of any damage to or loss of any goods, articles or property of any kind brought into or left at the premises either by the hirer for his own purposes or by any other person, or left or deposited with any officer or employee of the Council.

The hirer will indemnify the Council against all such liabilities as are mentioned in this condition.

All motor vehicles are parked at owner's risk and must be removed immediately upon termination of the hire.

Damage to Council Property

The hirer is to take good care of and not cause or allow any damage to be done to the premises or to any fittings, equipment or other property in the premises (chewing gum prohibited). The hirer will make good and pay for any such damage caused by any act or neglect of the hirer or anyone for whom the hirer is responsible. A deposit is payable by the hirer and will be returned to the hirer on the next working day following the hire or as soon as possible thereafter subject to no damages and to the hirer abiding by these conditions.

Supervision - During the period of the hire the hirer is responsible for:

- The organisation and running of the function/event for which the premises are hired.
- The supervision of the premises and the use of any equipment including: the control of children at all times, the orderly and safe admission and departure of persons to and from the premises, and, the orderly and safe vacation of the premises in case of emergency.
- Leaving the premises in a clean orderly state, free of litter and ensuring that no glasses are taken outside of the building.
- The maintenance of good order during the event for which the premises are hired.

Decorations and Advertising

No nails, tacks, screws, bits, pins, bolts or other similar objects are to be driven into any part of the premises. It would be preferred if blue tack be used instead of tape. Advertisements of any sort must not be displayed either inside or outside the premises without the consent of the Council.

Electrical Equipment & Air Conditioning

No lighting, heating, air conditioning, power or other electrical fittings or appliances are to be altered, moved or installed without the prior consent of the Council. For example PAT certificates will need to be provided for sound equipment and lighting. Operators of items such as bouncy castles will need to show evidence that they have relevant public liability insurance. Use of air conditioning is included in the hire fee. No naked flames such as candles or smoke making equipment anywhere on the premises.

Access

Passages and gangways providing free access to the doors of the premises and also the corridors, **fire escapes and passages must be kept clear at all times and fire doors kept closed.** Under no circumstances are the fire exit doors to be used, except for a genuine emergency.

Copyright Works

In the use of the premises the hirer **is not to infringe any copyright** or allow copyright to be infringed. It will be the hirer's responsibility to obtain the consent of the owner for the relevant copyright and pay all associated fees prior to the hire.

Sound Control

Sound level control systems are installed and cut out electricity supply to any musical amplification in use. The level is set at **85 decibels** for the warning light to operate and 95 decibels for cut off of supply. The level cannot be altered and you are advised to inform any musicians/dance bands. Under no circumstances should any windows and fire exit doors be opened so as to minimize any noise nuisance to our neighbour's. Blinds should be closed during an evening function.

Dances

The maximum number of persons to be admitted into the premises at any one time shall be: **150 (Dancing) and 140 (tables and chairs). Dances must end not later than 11.30pm.**

Collections and Lotteries

No collection, games of chance, sweepstakes or lotteries or any betting may be conducted without the prior written consent of the Council and subject to the production of any necessary licence.

No Smoking ect

Smoking, naked flames including candles and smoke machines are not permitted anywhere on the premises.

Intoxicating Liquors – In order to observe the Licensing conditions any alcoholic or soft drink consumed on the premises must be purchased from the bar. Failure to comply with this condition will result in the Bar closing and any deposit forfeited. The Bar Contractor strictly applies the legislation relating to the sale of alcohol and customers may be required to provide proof of age. The Council Policy is not to permit the sale of alcohol at Children's parties.

The Pye Green Community Centre and the Council does not condone the dealing in or use of illegal substances. In the event that any illegal substances are found on the premises the event will be cancelled with immediate effect and the police notified.

Sale of Tickets – The sale of admission tickets at the door of the premises is strictly prohibited.

Breach by the Hirer – If the hirer fails to observe and perform any of these conditions the Council will charge to and recover from the hirer any expenses incurred by the Council in remedying any such failure.

Catering – Hirers will make their own catering arrangements and will accept full responsibility for the quality of food supplied by the hirer or their agents. There are no facilities for cooking food in the kitchen. The refrigerator is a standard domestic size and will not hold catering quantities. The Council will accept no responsibility for the quality of food supplied by hirer's or their agents.

Please ensure that you have read and fully understood the Terms and Conditions of Hire.

Please send all correspondence to:-
Pye Green Community Centre
Bradbury Lane
Hednesford
Staffs
WS12 4EP

Caretaking Staff can be contacted in an emergency on:

Dawn - 07418002668
Mike - 07530232499

In the interests of the Health and Safety of you and your guests please take a few minutes to read the following points.

- The Fire Exits, are situated either end of the main function room one in the far left hand corner of the room (near the stage) and the other at the rear of the building (near the bar).
- In the event of an Emergency call **999**.
- There are two Fire Extinguishers in the entrance **corridor (Water & Carbon Dioxide)**, there are two situated either side of the **stage** (to the **left Foam** and to the **right Carbon Dioxide**) at the **rear** of the building and a **Fire Blanket** and **First Aid Kit** in the main **Kitchen** off the Hall.
- On hearing the alarm, leave the building immediately and assemble on the grass verge, outside the gates.
- To ensure a rapid evacuation in the event of an emergency, it is important that the whereabouts of individual staff and visitors are known at all times.
- Do **not** wedge or prop open fire doors.
- An Accident Book is kept in the Kitchen Drawer; all accidents must be logged.
- In the event of a fire, wherever possible, close doors and windows to confine the fire and switch off electrical appliances.
- Do **not** return to the building until authority is given.