

Combe Martin Community Centre Terms and Condition of hire.

The Trustees of Combe Martin Community Centre ask that you read and understand these terms and Conditions of hire before making your booking.

1. The price of letting is reviewed annually and prices charged will be those in force at the time of the let regardless of when the booking was made.
2. The period of hire and the area hired is indicated on the booking confirmation. The facility must be vacated and left clean and ready for use by the next hirer at the end of the period.
3. The hirer is responsible for any damage or loss to the Community Centre and grounds during the hire period, and for the Community Centre and grounds being left in a clean condition ready for the next hirer. If the Community Centre and ground are left in an unsatisfactory state, or if there is loss or damage, the booking deposit will be forfeited. In extreme cases any additional costs for cleaning, repairs, or loss the replacement may be levied on the Hirer.
4. All bookings include the use of the kitchen and contents, however cooker, fridge, crockery, worktops etc must be left clean. Floors to all areas must be swept and tidied after use.
5. At the end of the let the main hall tables must be returned to the rack in the corner of the hall in a clean condition, and chairs stacked alongside next to them.
6. Rubbish must be bagged and placed in the kitchen and any broken glass must be wrapped before disposal. No liquids to be emptied in the bins.
7. Any equipment used must be returned to its proper storage space after use.
8. Decorations such as balloons and streamers may only be attached by string. Please do not use adhesive tape on the paintwork.
9. The Hirer must nominate a competent person to take charge in case of Fire, to ensure that all persons at the Community Centre can escape unimpeded through the Fire Exits and to assemble at the nominated assembly area. Fire doors MUST remain unobstructed during a let.
10. Bringing Fireworks into, or the ignition of Fireworks in the centre or the outside of the centre is expressly forbidden.
11. No smoking or vaping is permitted anywhere within the Community Centre building.
12. No animals, other than guide dogs, are permitted within the Community Centre building and outdoor area.
13. Please ensure that all lights are switched off, the heating is turned down to 5 degrees and the windows are securely closed when you lock up the centre and return any keys as advised.
14. Risk assessments and Public Liability insurance should be shown when requested.
15. The Trustees and / or the Parish Council reserve the right to change these Terms and Conditions at any time at their discretion.

The Trustees thank you for your co-operation and hope that you enjoy the use of our Community Centre.