

DISLEY COMMUNITY CENTRE

OFF BUXTON OLD ROAD, DISLEY SK12 2BB
TO BOOK - PHONE: 01663 762726 or EMAIL: admin@disleyparishcouncil.org.uk

CHARGES FROM 1 JANUARY 2018

<u>MAIN HALL</u>		
Prices per hour	<u>WITHOUT KITCHEN</u>	<u>WITH KITCHEN</u>
WEEKDAYS UP TO 6:00PM	£8.66	£11.55
EVENINGS & WEEKENDS	£11.55	£14.44
SATURDAY COFFEE MORNINGS (3 hours)		£43.32 (set charge)
CAPACITY	80 seated theatre style 60 seated with tables 50 dancing	

CONDITIONS OF HIRE

1. Charges are made in whole hours only and there is a minimum period of hire in some cases.
2. Payments must be received before the event.
3. Undue delay in paying accounts may lead to the cancellation of bookings or/and future use of facilities.
4. Any additional charges to be settled on the day of the event.
5. The hirer shall vacate the room at the time stated. Any additional time (including clearing up time) will result in staff overtime charges, which will run until the last person has left and staff can secure the building.
6. All bookings are subject to a non-refundable deposit where applicable.
7. Cancellation of a confirmed booking may result in cancellation fee being charged or full payment if within 2 weeks of the event.
8. Hirers using the Hall for physical activity or commercial events are responsible for providing their own public liability insurance. Otherwise public liability can be covered under the Council's policy.
9. For the Council's insurance to be valid, the Hirer must provide a full set of risk assessments covering all their activities.
10. Where Hirers use the facilities unsupervised by staff, there needs to be a designated individual who has been trained in emergency and first aid procedures and a record maintained.
11. Hirers must not use the building foyer for any activity and the external doors must remain unlocked and free of obstructions at all times in line with the Community Centre's fire regulations.
12. If electrical appliances are being used at your event, a fully qualified electrician will need to check your equipment and issue you a PAT (portable appliance test) certificate. Copies of relevant certificates should be submitted to us one week before the event.
13. Hirers wishing to sell alcohol included as part of a ticket price e.g. cheese and wine will need to apply for their own licence. Contact Cheshire East Licencing: 0300 123 5015 / licensing@cheshireeast.gov.uk