



Registered Charity Number 1013643

IMPORTANT INFORMATION: Before hiring or using the centre please make sure that you have read the ECC premises Emergency Procedures notice displayed in the entrance hall so that you know what to do in the event of an emergency.

- Users of the Owen Harris Memorial Ground site must ensure that there is continual access to the site for EMERGENCY VEHICLES. This includes the land entrance and exits, the lane itself and the access to the rear of the centre.
- If you are using part of the Community Centre, all emergency exits must be free from equipment and trip hazards at all times.
- Ensure that you have contact details for a member of the committee in the event of an emergency.
- Whilst we strive to maintain a secure and welcoming facility we have to advise that any vehicles or possession left external to the building during or outside of the hire period will not be the responsibility of the Owen Harris Memorial Ground Management Committee.
- Marquees, bouncy castle or any other external constructions must be agreed prior to hire.
- Please note that the local community has open access to the field for the purposes of sport and social recreation.

Bouncy castles

- Bouncy castles must not rub against walls or ceilings
- No bouncy castles wider than 14 feet due to the light fittings

Acceptable sizes:

Width 10ft x height 12ft

Width 12ft x height 11ft

Width 14ft x height 10ft

RULES FOR HIRE

Main hall/kitchen/meeting rooms/toilet/sports changing rooms/field

- Hirers must be over 18 years of age and hereby accept responsibility for being in charge of hired areas and on the premises at all times during the period of hire.
- The period of hire is charged from when the centre is unlocked for your event. This includes any setting up time and the period of hire concludes when the centre is completely locked by a member of the committee.
- We charge a £35 cleaning deposit which will be refunded if cleaning has been carried out to a satisfactory standard. At the end of your hire session a member of our committee will carry out this cleaning inspection.
- Please be advised that if your event runs over the agreed end time you may be charged for additional hall hire.
- Please note that this is a multiple – use building with concurrent hire periods and the toilets may be subject to shared use during your hire period.

Bar Hire

Hirers who wish to consume alcohol on the premises will be subject to additional bar hire costs which are provided and licenced by our bar licensees of The Kings Head Eastington. All alcohol consumed on the premises will be supplied and sold by The Kings Head under its own licencing arrangements. There are no exceptions to this. We reserve the right to refuse the supply of alcohol to any person, suspected of being drunk or suspected of being under the age of 18 years of age. The licencing agreement restricts the supply and sale of alcohol beyond 12 midnight. Drinking up time is restricted to 30 minutes after the end of the supply and sale of alcohol. This period will be charged for.

Please leave the premises as you find it and follow the checklist below:

- During use of the main hall, all shutters must be in the raised position
- The siting of any live entertainment equipment or any speakers for discos etc shall be with the approval of ECC staff, the ECC staff reserve the right to request that noise levels be reduced.
- The premises and external areas must be left as you find it and cleared of all of your provisions and equipment by the end of your hire period unless agreed prior to the event.
- Check all areas you have used for general cleanliness. **Please ensure the floors are vacuumed, swept and moped.**
- Clean the kitchen and tidy any equipment used away. It is advisable to bring your own cutlery, tea towels and bin bags.
- Tables and chairs used to be cleaned and to be stacked correctly and put away as found.
- Report and concerns/damage/accidents to a member of the committee as soon as possible
- The OHMG committee take no responsibility for your own personal possessions during the use of your centre or if left at the centre overnight.
- All recycle items must be recycled by the hirer where possible i.e. cardboard, tins, bottles and plastic.
- **Remove all waste and recycling from the premises/site at the end of the hire and take home with you. This is non-negotiable**
- Ensure that someone from the committee is there to lock up the centre before you leave.

Health and Safety

For your own safety, follow some simple health and safety rules:

- ☑ **Keep all doorways and corridors clear**
- ☑ **Do not block any fire extinguishers**
- ☑ **Do not prop open fire doors**
- ☑ **Do not cover any signs or emergency lights or call points**
- ☑ **Do not use any equipment, unless you know how to use it**
- ☑ **Always check that equipment (including any equipment you bring with you) is safe to use before you use it. In particular, check wires and cables on portable electrical equipment for damage.**
- ☑ **Do not use damaged or faulty equipment or try to repair it. If it is our equipment that is damaged, let a committee member know.**
- ☑ **Make sure that all equipment and materials are securely and safely stacked**
- ☑ **Chair trolleys must remain in the secure area in the hall unless otherwise agreed**
- ☑ **Before the event begins, check for any obvious fire or electrical hazards you may have introduced**
 - **Fireworks are not permitted within the boundary of the Owen Harris Memorial Ground premises.**