



Younghayes Centre

Cranbrook

Owned by East Devon District Council

Managed by Cranbrook Town Council



Information Pack and Conditions of Hire

Younghayes Centre
169 Younghayes Road
Cranbrook
EX5 7DR

Welcome

Thank you for your interest in hiring the Younghayes Centre, Cranbrook. In this booklet, you will find useful information to help your session run smoothly, and essential Health and Safety and Fire Safety guidance and requirements.

By signing the hire agreement, you agree to comply with all relevant aspects of this information booklet, so please take the time to read it carefully. We hope you enjoy your time in the centre and do get in touch if you have any questions.

Getting to the Centre

1. **The car park is shared with other users and there is a time limit of 2 hours.**
If your guests will be in the building for longer than this please ensure any vehicles are moved after the two hours.
2. **The centre is accessible to people with disabilities.** The Main Hall, associated areas and assisted toilet are all on ground floor level. A lift is available for the upstairs meeting room.
3. **The key safe is located outside the front door behind the post box and the code will be forwarded to you shortly before your event.**
By signing the hire agreement, you agree to keep this information confidential and it is of the utmost importance that you adhere to this.

Facilities and Equipment

1. **PLEASE NOTE** – The play equipment and other items stored in the main hall cupboard belong to the Cranbrook Toddlers Group, and is not for use at children's parties or other events.
2. Please bring your own tea towels, cloths and washing up liquid, as there is a limited amount which are for the tenants use.
3. Cleaning materials are provided for your use in a locked cupboard that can be identified in the kitchen. This is to ensure that you can leave all areas clean and tidy, including the kitchen and toilets. **The code for the combination lock 104.** There is a dust pan and brush and mop in the hall equipment cupboard for the hall floor.
4. Crockery, cutlery and basic cooking equipment are available for your use, please let us know your requirements.
5. Kitchen equipment: kettle, urn, oven, fridge, freezer and a dishwasher. Please ensure if you use the dishwasher that you follow the instructions carefully, empty it afterwards and put the items away

Fire Safety

- 1. Please familiarise yourself with the location of the fire exits and the fire meeting point.**
- 2. In the event of an emergency, you may be expected to give important information to the emergency services, such as how many people are in the building and where they are.**
- 3. Please ensure that fire exits and access routes, including the entrance hall, are kept free of obstacles at all times.**
- 4. Smoking is NOT permitted in the Younghayes Centre. Smoke machines are not permitted and will set off the fire alarm if used.**
- 5. Please DO NOT under any circumstances light candles, tea lights or any other naked flames.**
- 6. Please make sure any electrical equipment you bring into the Centre has been tested by a certified electrician and passed a 'Portable Appliance Test'.**

General Health and Safety

- 1. If using the urn, please ensure you leave it switched off after use.**
- 2. Please note that you are responsible for providing your own First Aid kit for your event. There is a defibrillator located outside on the front of the building, in the yellow box at the end of the bicycle parking.**
- 3. If you are running a public or paying session, please make sure you have conducted your own risk assessments for any activities you are carrying out in the centre. If there is any food preparation the hygiene and food safety is the hirers responsibility.**
- 4. If a spillage happens when you are using the hall, please clean it up and dry the area immediately. There is a mop and bucket in the kitchen.**
- 5. Users are advised to have access to a mobile phone in case of an emergency.**
- 6. Any electrical equipment brought onto the premises must have a current p.a.t. testing certificate.**

Our Expectations and how the Younghayes Centre should be left

- 1. We expect all areas to be left clean and tidy, including the kitchen, toilets, and the main room. We reserve the right to charge you for any extra cleaning charges incurred as the result of your use of the centre. Please take care to leave it clean and use the cleaning equipment provided for your use.**
- 2. The black plastic bins in the kitchen are for office tenants only. Any rubbish you generate must be put in a black bin liner and placed in one of the communal bins at the rear of the centre. (Out of the kitchen fire exit, turn right, through the wooden gate and ahead of you across the car park is a wooden bin compound). Alternatively take your rubbish away with you.**
- 3. Please ensure that nappies are placed in the nappy bin provided.**
- 4. Please take all items that you brought into the Community Centre away with you.**
- 5. If you are the last to leave, please ensure that any windows you have opened, the hall fire exit and the front door are all closed and locked when you leave.**
- 6. Please make sure the key is put back in the key safe and the numbers are scrambled.**
- 7. If there have been any damages, please report these immediately using the contact numbers below.**
- 8. The key code for the kitchen door is 2345X, and the key safe number for the front door key will be provided to you just before your event.**

Contact Information

For general queries, further information or to report non-urgent problems regarding the hall, please call the Cranbrook Town Council during office hours on 01404 514552. Out of hours, please call Home Safeguard on 01395 516854.

Younghayes Centre – Conditions of Hire

1. All applications for hire must be in writing on the accompanying application form and forwarded on completion to the Cranbrook Town Council, Younghayes Centre, 169 Younghayes Road, Cranbrook, EX5 7DR. The person by whom the application form is signed will be considered as the hirer, and will be responsible for payment of the charges and observance of the conditions. The hirer will also be responsible for securing the observance of the conditions by all other people on the premises attending his/her function. **The hirer shall be responsible for and shall indemnify the Council, its servants and agents against all claims, demands, actions and costs arising from the hirers use of the hired premises or from any loss, damage or injury suffered by any person arising in any manner whatsoever out of the use of the hired premises by the hirer.**
2. Hirers are responsible for the safety of participants and for preventing damage to the hall or to its contents.
3. **The hall, kitchen and toilet area must be left as it was found. Rubbish must be removed from the hall and kitchen and put in the external bin. If additional post event cleaning is required, an additional charge will be applied to the booking.**
4. The hirer is responsible for the safety of all persons present in the Younghayes Centre attending their function, and for the security of the premises during the period of hire.
5. The Younghayes Centre shall not be used for any purpose other than agreed in the 'purpose of hire' on the booking form.
6. The hire charge shall be as stated.
7. The hirer is responsible for keeping the key pad number **strictly confidential**, which means not disclosing it to any other persons.
8. All fire exits and escape routes must be kept free of all obstruction. The fire assembly point is in Younghayes Place.
9. The maximum number of people who can be in the hall at any one time is 150. Hirers must ensure this number is not exceeded.
10. In case of fire please evacuate the building immediately, out of office hours please call 999 and then Home Safeguard on 01395 516854 .
11. We do not have a licence to supply or sell alcohol

12. Smoking is prohibited inside the building and within the immediate vicinity.
13. Candles and other naked flames are not allowed. Smoke machines are not permitted and will set off the fire alarm if used! Bubble machines are not allowed due to safety issues with a slippery floor.
14. No decorations are to be fixed to the walls.
15. Hirers who intend to show films need to make their own arrangements to comply with copyright regulations.
16. Hirers who intend to have music, live or recorded, need to comply with the Performing Right Society and purchase a licence if appropriate. See www.prsformusic.com for more details. Private parties with no entrance fee do not require a licence. Please keep the music to an acceptable level in consideration of the neighbours.
17. Any damage that is a consequence of the hiring must be reported and paid for by the hirer.
18. The hire period must include the time for preparing, cleaning and vacating the room, other hirers may have the room booked immediately before or after your hire period.
19. In the event of the accommodation being required by the Council due to circumstances outside the Council's control, it is hereby agreed that the Council may, by not less than two days' notice (except in an emergency), given to the hirer, cancel the booking at any time and without incurring any liability whatsoever in respect of any inconvenience or loss suffered by the hirer on account thereof.
20. The offices in the premises are out of bounds and must not be used by hirers or their guests.
21. The hirer is not to do, or permit to be done, on the premises anything that is illegal or may cause a nuisance or annoyance to the Council or neighbouring residents.
22. Except insofar as the Unfair Contract Terms Act, 1977 (or any statutory modification or re-enactment of it) otherwise requires, the Council will not be responsible or liable in any way whatsoever or to any person whatsoever (and whether there shall be any negligence by its servants or agents) in respect of:
 - a) Any damage or loss of any property brought onto or left upon the hired premises either by the hirer or by any other person.
 - b) Any loss or injury which may be incurred by, or done by, or happen to the hirer or any person resorting to the hired premises by reason of the use thereof by the hirer.
 - c) Any loss to breakdown or machinery, failure of electrical supply, fire, flood or government restriction which may cause the hiring to be interrupted or cancelled.

23. The Council reserves the right to charge a cancellation fee unless the accommodation can be re-let. A cancellation charge equivalent to 100% of the hire charge will be levied when less than five working days' notice is given.
24. As mentioned in clause 1 above, bookings should be made via the Cranbrook Town Council office, Younghayes Centre. An invoice will be raised and issued after the event for regular hirers. One off bookings are required to pay in full at the time of booking and private parties will not be invoiced for. It should be noted that no payment can be made at either the Younghayes Centre or the East Devon Business Centre. Payments should be made direct to East Devon District Council at Council offices, Knowle, Sidmouth, EX10 8HL. All cheques must be made payable to East Devon District Council.

Payment

Card payments via telephone at East Devon Business Centre 01404 41719.

Please make cheques payable to East Devon District Council.

Regular hirers can pay by BACS, bank details are on the invoice.