

# Younghayes Centre

169 Younghayes Road, Cranbrook, EX5 7DR

Owned and managed by Cranbrook Town Council



# Information Pack and Conditions of Hire

## 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, 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.

## Accessing the Younghayes 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 for people with disabilities.** The hall, kitchen and assisted toilet are all on the ground floor. A lift is available for the upstairs conference room and meeting room.
- 3. The key safe is located to the right-hand side of the front door next to the silver post box. This code will be sent to you along with other relevant door codes via email the week of your event, following full payment.** Once you have opened the front door, please return the key to the key safe and scramble the code. There are multiple rooms available for hire and this will ensure that other booked hirers are able to gain access. By signing the hire agreement, you agree to keep the key code information confidential and it is of the utmost importance that you adhere to this.

## Facilities and Equipment

- There are 15, 6ft trestle tables, 90 chairs and 25 blue mats available in the hall storage cupboard. The hall is 180 m<sup>2</sup> with high ceilings. **PLEASE NOTE** – The play equipment and other items stored in the main hall equipment cupboard belong to Cranbrook community groups and is not for use at children's parties or other events. There is a dustpan with brush and sweeper in the hall storage cupboard for the hall floor.
- The Younghayes Centre has a fully equipped catering kitchen accessed using code C2345X which includes a professional Lainox combi oven, Mareno range oven, preparation / serving counter, microwave, fridge, freezer, and a dishwasher. If you use the dishwasher, please ensure that you follow the instructions, empty it afterwards and put the items away.
- Please bring all cleaning materials that you require to ensure all areas are left clean and tidy, this includes the communal areas and the toilets. Limited cleaning materials, spare toilet rolls and paper towels are available for your use in a locked cupboard under the kitchen sink. The code for the combination lock is 104. Please bring your own tea towels, cloths and washing up liquid, as there is only a limited amount in the kitchen which is for office staff to use.
- Please do not use single-use plastics within the Younghayes Centre. Crockery, cutlery, tea and coffee making facilities, including an urn are available for your use if hiring the kitchen.

## Fire Safety

1. Please familiarise yourself with the location of the kitchen, hall and front entrance fire exits and the fire meeting point, which is to the right of the car park in front of Barnardo's. In the event of an evacuation all attendees are to be accounted for at the assembly point.
2. The hirer must have access to a mobile phone and in the event of an emergency dial 999. 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 **do not obstruct** fire exits and access routes, or move furniture into the foyer.
4. Designated fire doors must not be wedged open.
5. Check the location and availability of the nearest fire extinguisher to the hired room.
6. In the event an evacuation of the building is required delegate adults who are able to assist when disabled persons, or children are attendees.
7. In the event of disabled persons being attendees, ensure escape routes are planned for such persons and sufficient space is kept clear to allow escape.
8. If the main hall is hired for a large gathering (such as a birthday party or seated entertainment), delegate sufficient adults who are able to assist in an evacuation.
9. Smoking and smoke machines are **not permitted anywhere** in the Younghayes Centre as they will set off the fire alarm if used. If attendees go outside to smoke, used smoking materials and matches must be disposed of safely outside of the building. Smoking is not permitted at the rear of the building.
10. Please DO NOT under any circumstances light; matches, candles, tea lights or any other naked flames.
11. Please make sure any electrical equipment you bring into the Younghayes Centre has been tested by a certified electrician and passed a 'Portable Appliance Test'.
12. When the fire alarm sounds, music must stop playing immediately, if safe to do so switch off any electrical equipment and proceed to the nearest fire exit.

## General Health and Safety

1. 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.
2. 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 and you have the relevant insurance cover in place. If there is any food preparation, hygiene and food safety is the hirers responsibility.
3. If a spillage happens when you are using the hall, please clean it up and dry the area immediately.

4. Users must have access to a mobile phone in case of an emergency.

## **Our Expectations and how The Younghayes Centre Should Be Left**

1. **We expect all areas to be left clean and tidy, this includes the room hired, communal areas, toilets and the kitchen (where applicable).** 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 staff only.** Any rubbish you generate must be put in a bin liner and placed in one of the communal bins at the rear of the centre. (Out of the kitchen or hall fire exit doors, turn right down the passage, through the wooden gate and ahead of you across the car park is a wooden bin compound). Alternatively take your rubbish away with you. Please **do not** leave your rubbish in the kitchen, hall or outside the kitchen door.
3. Please ensure that nappies are placed in the nappy bin provided in the accessible toilet.
4. Please take all items that you brought into the Younghayes Centre away with you.
5. Before you leave the building, please ensure that all opened windows are closed, this includes the ceiling vents, the hall and kitchen fire exit doors are closed and locked.
6. After you have locked the front entrance door, 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.

## **Younghayes Centre – Conditions of Hire**

1. All applications for hire must be in writing on the accompanying booking form and forwarded on completion to Cranbrook Town Council, Younghayes Centre, 169 Younghayes Road, Cranbrook, EX5 7DR, or via email to [bookings@cranbrooktowncouncil.gov.uk](mailto:bookings@cranbrooktowncouncil.gov.uk). 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 the function. **The hirer shall be responsible for and shall indemnify the Town 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 preventing damage to The Younghayes Centre and its contents.
3. **All areas under hire, including the communal areas must be left clean and tidy. Rubbish must be removed from all areas and either put in the external bin or taken home. If extra 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. This includes keeping the front door locked during your period of hire to prevent unauthorised access.
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 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.
8. The hirer is responsible for keeping the external key box number and the internal door codes **strictly confidential**, which means not disclosing it to any other persons.
9. All fire exits and escape routes must be kept free of all obstruction. The fire assembly point is in Younghayes Place, in front of Barnardo's.
10. 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.
11. In case of fire please evacuate the building immediately and **call 999**, then report the incident to 07861 980066.
12. Alcohol is not to be consumed on the premises.
13. Smoking is prohibited inside the building and within the immediate vicinity.
14. 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.
15. The hall may be decorated, blu tack may be used but is to be completely removed and the walls left clean and damage free.
16. Hirers who intend to show films need to make their own arrangements to comply with copyright regulations. No licence is needed for a film exhibition as long as it is "not-for-profit" and the hirer must ensure that such screening abides by age classification ratings.
17. Hirers who intend to play music, live or recorded, must read and complete the questions on the booking form. Please keep music and noise outputs to an acceptable level in consideration of the neighbours.
18. Any damage that is a consequence of the hiring must be reported and paid for by the hirer, this includes any damages to Younghayes items that are being used offsite.
19. The hire period must include the time for preparing, cleaning and vacating the premises, other hirers may have the facilities booked immediately before or after your hire period.
20. 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.

21. The Council office and other rooms that have not been booked are out of bounds and must not be used by hirers or their guests.
22. 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.
23. 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.
24. As mentioned in clause 1 above, bookings should be made via Cranbrook Town Council office, Younghayes Centre. **One off bookings are required to be paid in full fourteen days before the event takes place. Payments should be made by bank transfer, details below.** An invoice will be raised monthly and issued after the event for regular hirers, this will need to be agreed at the time of booking.

## **Payment**

**BACS Payment to:**

**Account name: Cranbrook Town Council Younghayes**

**Account number: 20418025**

**Sort code: 60-83-01**

## **Contact Information**

For general queries, further information or to report non-urgent problems regarding the facilities, please call Cranbrook Town Council during office hours on 01404 514552. Out of hours, please call 07861 980066.