

Simple hire rules

A quick summary of terms of hire

Welcome to

Thank you for hiring our community facility. Please follow these simple rules to help keep the space safe, clean, and enjoyable for everyone.

Before your event

Please make sure you have:

- Booked enough time for set-up and pack-down
 - Checked the maximum capacity for the facility
 - Familiarised yourself with emergency exits and evacuation procedures
 - Understood any requirements relating to alcohol (if applicable).
-

During Your Event

Please:

- Be respectful to neighbours and other users
 - Keep noise at a reasonable level at all times
 - Supervise children at all times
 - Keep all emergency exits and walkways clear
 - Ensure behaviour is safe and appropriate
 - Do not allow illegal activity
 - No smoking or vaping anywhere on site
 - No open flames, candles, gas cookers, or similar equipment
 - If there is an emergency, call 111 immediately.
-

Alcohol

If alcohol is present:

- You must comply with all relevant laws
 - A valid alcohol licence is required where applicable
 - BYO alcohol is not permitted without prior written approval
 - You are responsible for guest behaviour at all times
 - Alcohol must be managed safely and responsibly.
-

Cleaning and pack-up

Before leaving, please:

- Remove all rubbish from the facility
- Clean kitchen areas and any equipment used
- Return furniture to its original position
- Turn off lights and appliances
- Close and lock all doors and windows
- Set alarms if applicable.

Please leave the facility clean and ready for the next users.

Damage or issues

If something is damaged or not working:

- Report it to us as soon as possible
- You may be responsible for repair or replacement costs.

Early reporting helps prevent further issues.

Failure to follow the rules

If these rules are not followed, we may:

- Charge additional fees
- Retain your bond (if applicable)
- Decline future bookings.

Serious breaches may result in immediate termination of hire.

Contact us

If you have questions or need help:



.....

.....

Thank you

Thank you for helping us keep this a safe, welcoming, and well-used community space.
