



## **Cottenham Community Centre Lettings Regulations – Full Version**

1. Applications for the booking of facilities at Cottenham Community Centre must be made using the facilities booking form. This is available to download from the CCC website.
2. A deposit of £50 will be required for one-off bookings or when alcohol is sold or supplied. This may be paid in the form of a cheque which will be held and returned subject to any breach of these regulations.
3. Bookings may be cancelled by the hirer by giving at least fourteen days' notice in writing. Cancellations after this time may incur a charge.
4. The hirer will be responsible for the cost of rectifying any damage to the building, furniture or other property that occurs during the period of hire.
5. The facilities shall be left in a clean and tidy state to the standard prior to hire. If exceptional cleaning is necessary as a consequence of the hirer's use of the premises, the hirer will be responsible for the full cost of such cleaning.
6. **CCC cannot accept responsibility for any loss, damage or accidents occurring during use of the premises.** Particular attention is drawn to the following:
  - Doors giving access to the street must be kept closed at all times when not in use. Particular care is required with the push button operated hall door; this button is necessarily placed at low level and is simple to operate. Children must be supervised at all times in this area.
  - Care should be taken when handling heavy/bulky objects such as furniture; advice on manual handling can be found on the HSE website, [www.hse.gov.uk/pubns/manlinde.htm](http://www.hse.gov.uk/pubns/manlinde.htm)
  - Fire exit routes must not be blocked or restricted.
7. **No hirer may bring, sell or supply alcohol on the premises.** CCC may be able to supply alcohol for your event with certain restrictions; please specify your requirements when you submit this form to enable us to make the necessary arrangements.

Whenever alcohol is sold or supplied, it will be necessary for a CCC Trustee to be on the premises to supervise such sale or supply. Licensed hours for supply of alcohol are 10.00am to Midnight, Monday to Sunday, for consumption ON the premises only.

**CCC reserves the right to impose any conditions upon the use, sale and/or supply of alcohol or to refuse permission.**

8. The hirer must familiarise him/herself with the location of all fire exits and fire fighting equipment and must observe any fire alarm. See details on page 3.
9. Rear Kitchen. This semi-commercial kitchen contains equipment and risks not normally found in a domestic kitchen. We consider that it is an unsafe environment for young children (guideline: under age 10) even with supervision. Please consider this when planning events or activities involving young people.

10. CCC holds a licence covering entertainment activities including performance of live and recorded music, exhibition of films, performance of dance and performance of a play. Licensed hours are 10.00am to Midnight, Monday to Sunday. No additional licence will be required to support such activities within licensed hours. CCC also holds a license from PRS for Music relating to copyright associated with live and recorded music.
11. The hirer confirms that they are aware of the Child, Young Person & Vulnerable Adult Protection Policy of CCC and will undertake to ensure that they work within it. The policy is available to download from the CCC website: <https://www.cottenhamcc.org/charity/>
12. Materials to deal with spillages of liquids are available in the rear kitchen. It is the responsibility of those using the premises to clean up any spillage immediately.
13. With the exception of Assistance Dogs, no dogs shall be brought into any part of the building.
14. No nails or fastenings of any kind shall be put into or onto any wall, partition or other fittings or furniture. Posters or similar notices may be affixed only with Blu-Tac or similar material which can be easily removed without causing any damage or mark.
15. All electrical and other equipment brought onto the premises by the hirer or by third parties for use during the hire period remains their responsibility and must be well maintained and have a current PAT (Portable Appliance Test) certificate.
16. Smoke machines, haze generators and similar equipment must not be used anywhere within the building as these will very likely trigger the fire alarm. Use of candles should also be avoided; small party cake candles are acceptable. False alarms are undesirable – primarily as they will significantly disrupt your event.
17. A vehicle may be parked in front of the side entrance for the purposes of loading and unloading. Great care needs to be taken when entering and exiting this space as it is located on a busy corner.
18. In general, any waste materials must be taken away following your event as the waste bins outside CCC have limited capacity. However, any broken glass or similar material which may be a hazard should be deposited in one of these bins as soon as possible. Sharp objects should first be wrapped in newspaper or similar material to minimise the risk of injury.
19. SMOKING IS NOT ALLOWED in any part of the building.
20. Additional requirements specific to the nature of the booking or location booked may apply and will be advised at the booking stage.
21. CCC reserve the right by notice to the hirer, to terminate any booking with due reason. CCC shall not be under any liability to the hirer for any loss beyond repayment of any fees paid.
22. CCC reserve the right to refuse any application to hire facilities without giving a reason.

**Please leave the premises quietly at all times.**

**The Community Centre has close neighbours; please avoid disturbing them.**

# **ACTION IN THE EVENT OF A FIRE**

**Anyone discovering a fire must immediately:**

1. Raise the alarm by shouting ***FIRE. FIRE. FIRE.***
2. Activate the closest alarm call point by breaking the glass to sound the alarm.
3. Call the Emergency Services by dialling **999** to report:  
“Fire at: **Cottenham Community Centre (Opposite the Co-op)**”
4. Exit the building by the nearest safe escape route and go to the external assembly point outside **DURMAN STEARN.** (opposite Gawthroup’s Butchers)

## **ON HEARING THE FIRE ALARM**

1. **EVACATE** the building by the nearest safe escape route and go immediately to the Assembly Point.
2. **WALK.** Do not run. Do not panic.
3. **CLOSE** windows and doors as you exit the building. Report to the Assembly Point and follow the instructions of the EMERGENCY SERVICES.
4. **DO NOT GO BACK** for your personal belongings.

## **FIRE FIGHTING**

**ALWAYS Raise the alarm FIRST**

**ONLY CONSIDER USING A FIRE EXTINGUISHER TO FIGHT VERY SMALL FIRES AND THEN ONLY IF NECESSARY TO ENABLE YOU TO GAIN CLEAR ACCESS TO THE NEAREST ESCAPE ROUTE FROM THE BUILDING**

**The fighting of fires with fire extinguishers may delay building occupants from raising the alarm and from evacuating the building and so may expose themselves and others to unnecessary risk**

## **EMERGENCY CONTACT DETAILS**

In the event of an emergency contact one or more of the following:

<b>Sue Gymer</b>	<b>24 Dunstal Field</b>	<b>Tel: 01954 252902</b>	<b>Mob: 07919 036246</b>
<b>Mike Smith</b>	<b>243 High Street</b>	<b>Tel: 01954 251915</b>	<b>Mob: 07896 194291</b>
<b>Sue Bainbridge</b>	<b>88 Rampton Road</b>	<b>Tel: 01954 251202</b>	<b>Mob: 07876 761599</b>