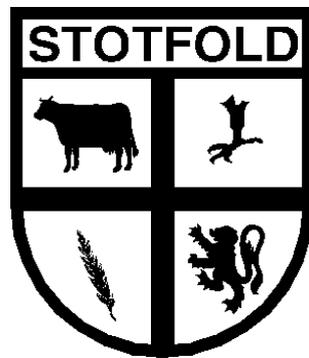


GREENACRE CENTRE

VALERIAN WAY, STOTFOLD, HITCHIN, HERTS, SG5 4HG



HIRER'S HANDBOOK

The Greenacre Centre is designed to accommodate a wide range of functions.

It is hoped that the information contained within this booklet will help you to plan your event and make the best of the facility.

If you need additional details, or have any queries about the Centre and its operation, please contact:

Stotfold Town Council
The Greenacre Centre
Valerian Way
Stotfold
Hitchin
Herts
SG5 4HG

Tel: 01462 730064

Email: enquiries@stotfoldtowncouncil.gov.uk

A SUMMARY OF FACILITIES

OAK HALL (MAIN HALL) (306m²)

The hall may be divided in half by use of the central curtain. A hatch from the kitchen serves the main hall (left side), with chair storage to the right of the hall. Room has vinyl flooring.

KITCHEN

Accessible from the corridor serving the main hall, with a lockable serving hatch opening into the main hall. There are no facilities for the preparation of hot food. Equipment for keeping food hot using a naked flame or hot coals is not permitted. Those systems using a gel heating mechanism will be permitted, if in a contained unit.

The kitchen is equipped with x2 washing up sinks, hand wash basin, ample electric sockets, an electric water boiler, under counter fridge and kettles, crockery etc. for making and serving hot drinks.

MAPLE ROOM (SMALL MEETING ROOM) (38m²)

Located near the main entrance to the building. No access to kitchen facilities, although urn and crockery can be hired. There is also a water cooler with mineral water available free of charge. Room is carpeted therefore no party hiring/messy play is allowed. Ideal for small meetings.

COUNCIL CHAMBER (77m²)

Set out in meeting layout. Projector can be hired. No access to kitchen facilities, although urn and crockery can be hired. Room is carpeted. Water cooler with mineral water available to use free of charge.

TOILETS

Male and female toilets are located off the main hall corridor, together with one disabled toilet with baby changing facility.

CAPACITY

The maximum capacity for events are as follows:

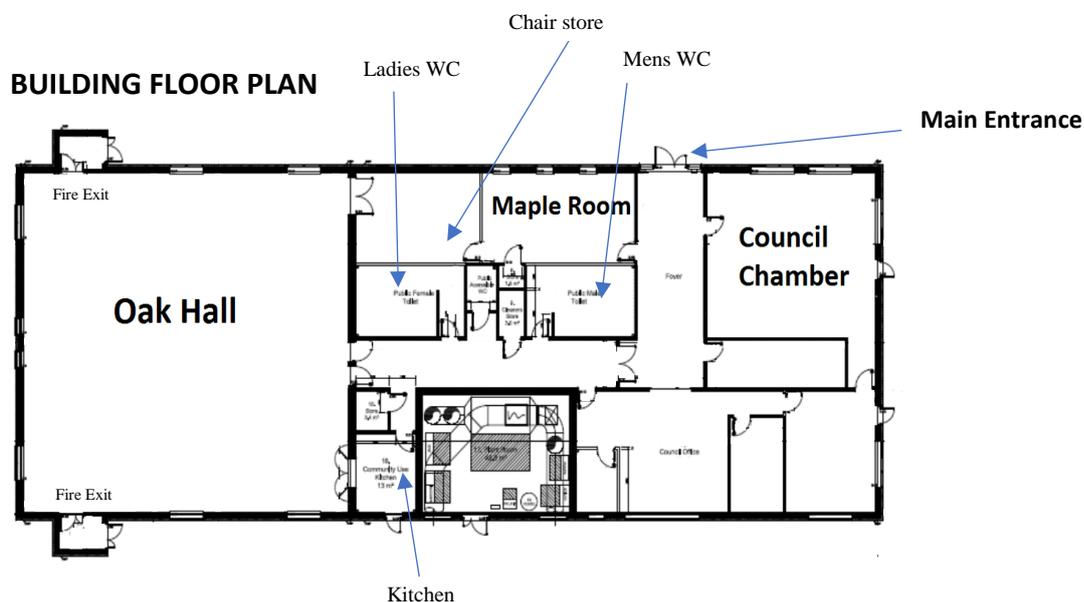
Oak Hall	Banquet layout	250
	Classroom layout	200
	Theatre layout	300
Council Chamber	Close seated	60
Maple Room	Close seated	40

FURNITURE AND EQUIPMENT

- 50 tables 6ft x 2.6ft
- 250 upholstered stacking chairs
- 100 cups, saucers
- 200 mugs
- Wall mounted water boiler

Fire safety equipment and first aid supplies meet the statutory requirements.

There is no payphone situated within the Greenacre Centre, all Hirers must ensure that a mobile phone is available for use in emergencies.



PARKING

There are parking spaces located to the rear of the Greenacre Centre – accessed from Buttercup Road, with two disabled bays situated at the front of the building – accessed from Valerian Way. **Please note that Buttercup Road is one-way.** The building has disabled access via the main entrance. Vehicles are to be parked only in the marked bays and must not obstruct any other area within the car park or main entrance. Please refrain from parking in adjacent residential streets.

The information on the following pages cover the conditions of which hire and the restrictions placed on Local Authorities on activity in the Centre. Signature on a Hiring Agreement commits the hirer to their observance. Hirers should therefore read this information carefully and consult the Town Clerk if they are in any doubt as to the meaning of any items. For the purposes of these conditions, the term HIRER shall mean an individual Hirer or, where the Hirer is an organisation, the authorised representative.

GREENACRE CENTRE - CONDITIONS OF HIRE

1. All applications for use of the Hall and other accommodation must be made to the Town Clerk, The Greenacre Centre, Valerian Way, Stotfold, during office opening hours. Bookings may also be made in writing or by telephone. The latter should be confirmed in writing within seven days. In any case a deposit of 25% must be deposited with the Town Clerk within 7 days of making the booking. The outstanding sum is due no later than 2 weeks prior to the booking.
2. All provisional bookings MUST be followed up by a signed hiring agreement and deposit payment within 2 weeks otherwise Stotfold Town Council reserve the right to cancel the provisional booking without notice.
3. Regular bookings are considered 'contract' bookings. Before a 'contract' booking can be considered, an organisation must book a room or rooms within the Greenacre Centre for one month (or four hiring sessions), paid in advance. Thereafter, contract bookings will be invoiced in arrears, subject to completion of a contract booking agreement.
4. In the case of parties, weddings, etc. a holding deposit payment of £100.00 is required against possible damage caused during the hire. This payment can be collected (if in the form of a cheque or cash) from the Town Council office the first working date following your hire, or we can destroy it (if a cheque) for you with your agreement. The damages deposit may also be made by card pre-authorisation. The sum will not be taken from your account, unless damages occur, however the bank will hold this sum, so sufficient sums must be available.
5. Stotfold Town Council reserve the right to charge a one off £100 cleaning fee for any big parties or messy hires. This is at our discretion and is not negotiable if we feel the charge is appropriate.
6. In the event of a cancellation more than one month away from the hire date 50% of the deposit paid will be refunded. In the event of a cancellation within one month and more than two weeks away from the hire date the whole of the deposit is retained. In the event of a cancellation less than two weeks away from the hire date the whole booking fee is retained.
7. a) The TOWN COUNCIL reserves the right to cancel a hiring in the event of the Centre being used as a polling station for a Parliamentary or Local Government Election or by-election, in which case the Hirer shall be entitled to a refund of any deposit already paid.

- b) In the event of the Centre or any part thereof being rendered unfit for the use for which it has been hired, the TOWN COUNCIL shall not be liable to the Hirer for any resulting loss or damage whatsoever.
- c) The Town Council reserves the right to refuse any application for hire without stating its reasons for doing so.
8. This facility may be used as an Emergency Evacuation Centre in an emergency circumstance. The Town Council therefore reserves the right to immediately terminate the hire if this occurs.
 9. The charges for the Centre are determined by the TOWN COUNCIL'S Buildings Management Committee. The Committee may alter these charges without notice.
 10. The charges only go some way towards covering the expense of running the Centre, the remainder is met by the Parish Rate, and for this reason fees are doubled for non-parishioners.
 11. Free lets will only be granted for non-commercial, educational, cultural or charitable purposes where no compulsory admission charge is made and where all profits from the event benefit the community of Stotfold. Requests for free lets must be made in writing to the Buildings Management Committee in good time before the booking.
 12. THE HIRER should include time needed for preparation and clearing up in establishing the total time of hire required. The hirer is responsible for making sure that the premises are not left unattended and unsecured at any time during or at the end of the hire period.
 13. The hours of hiring shall be as stated when the booking is made, whether actually used or not. No extensions to bookings will be granted at the start of or during the booking. Adequate time should be allowed at the end of events to ensure that the premises may be vacated at or before the end of the hire period, so as not to interfere with the needs of other users and to observe the Public Entertainment Licence Conditions for hours of use.
 14. At the end of the hire, THE HIRER shall be responsible for leaving the premises and surrounds in a clean and tidy condition, and any contents, such as furniture, temporarily removed from their usual positions properly replaced, otherwise the Town Council shall be at liberty to make an additional charge.
 15. THE HIRER shall, during the period of hiring, be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage however slight or change of any sort, and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway.
 16. THE HIRER shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be

used for any unlawful purpose or in an unlawful way, nor do or bring on to the Premises anything which may endanger the same or render invalid any insurance policies in respect thereof.

17. THE HIRER shall be responsible for obtaining such licences as may be needed, whether for the sale of or supply of intoxicating liquor, from the Performing Right Society, from the Phonographic Performance Limited or otherwise, and for the observance of the same.
18. THE HIRER shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.
19. THE HIRER shall comply with all conditions and regulations made in respect of the premises by Fire Authority, Local Authority, the Local Magistrates' Court or otherwise, particularly in connection with any event which includes public dancing, music or other similar public entertainment or stage plays.
20. THE HIRER shall, if preparing, serving or selling food observe all relevant Health and hygiene legislation and regulations.
21. THE HIRER shall ensure that any electrical appliances brought by them to the premises and used there shall be safe and in good working order, and used in a safe manner.
22. THE HIRER shall ensure that any activities for children under eight years of age comply with the provisions of the Children Act 1989 and only proper persons have access to the children.
23. THE HIRER and/or other responsible persons present should be conversant with the location of first aid and firefighting equipment and the procedures for emergency evacuation of the premises (these are clearly displayed at several points in the Centre).
24. HIRERS are responsible for all aspects of the safety and welfare of children attending any function they organise. There must be a reasonable ratio of adults to children. Please ensure that children attending do not arrive before, or leave after, the hirer. The key holder cannot be made responsible for them. Those who organise clubs or classes for children should have clearance from the Disclosure and Barring service and have a Child Protection Policy in force.
25. If the premises are in use for any public contest, exhibition or display of boxing, wrestling, judo, karate or any similar sport, a fully equipped and signposted first aid point shall be provided to the satisfaction of the Town Council and shall be staffed adequately by trained first aid personnel.
26. A first aid box for the Oak Hall is provided and this can be found in the kitchen located in the marked cupboard

27. Users of the Greenacre Centre are responsible for safeguarding their own personal effects or other property and all such items brought into the Hall shall be placed/and or used there entirely at the owner's risk.
28. All equipment, goods or appliances brought into the Greenacre Centre for use during the period of hire shall be removed at the end of that period, unless prior arrangements to the contrary have been made.
29. Tables and chairs are available to use, and must be set up and put away by the hirer. Please note, erection of tables must be carried out by two people due to their weight. Chair trolleys and a table trolley are available for the hirers use.
30. Temporary decorations shall not be erected or fixed in any way to any part of the Centre without prior consent being obtained from the Town Council.
31. All refuse resulting from the hire shall be bagged and deposited by the hirer in the refuse bin chained to the rear of the building, for removal by the key holder. The room being hired shall be handed back in a clean and tidy condition, floors swept and surfaces wiped down where appropriate.
32. The insurance held by the Town Council provides limited cover for personal and social users of the Centre, and the Clerk will provide details on request.
33. All hirers are informed that Residual Current Devices are fitted within the building, which controls all power at mains. If a faulty plug or any faulty electrical equipment is used; all power with the exception of lighting, will go off.
34. Use of sand or water (for play) is prohibited in any area of the building.
35. There is no storage available for hirers.
36. THE HIRER shall ensure that no dogs except guide dogs are brought into the Centre.
37. There is to be NO SMOKING inside the premises at any time, this includes e-cigarettes.
38. THE HIRER shall ensure that the minimum of noise is made on arrival and departure – the building is located in a residential area and we ask you to be considerate to our neighbours.
39. When exiting the carpark to the rear of the building please DO NOT turn right onto Buttercup Road. This road is one-way and therefore you must turn left and follow the one-way system back out onto Valerian Way.
40. A noise limiter is fitted to the main hall. Anyone wishing to use amplified music or voice systems will be subject to the noise limiting device which will prevent amplified sound from going above the set level of 90dB (A). Should sound levels go above the set level, power to all sockets will be cut, and will continue to until noise levels are reduced.

41. The building has been constructed using noise reduction measures such as double-glazed windows and acoustic lobbies. These fire escape lobbies are to be used for emergency evacuation purposes only, and are not to be held open for ventilation or general access. Security Tags have been fitted to all fire doors which are designed to break open in an emergency. A breach of these conditions, whether notified during or after the booking, will result in immediate cessation of the booking or cancellation of future bookings, with any hiring fee retained + a charge of £100 per security tag broken.
42. In the event that an adjacent resident makes a complaint to the keyholder about noise from a booking during that hiring session, the key holder will return to the facility to assess the nature of the complaint and deal with appropriately, according to their direction by the Town Council. A warning may be given, and if reoccurs during the same session, the hirers £100 damages deposit may be retained or their future bookings assessed.
43. Members or employees of the Town Council, or persons authorised by them, shall have the right of entry to the premises at all times.
44. The Town Council reserve the right to make alterations to any of the Conditions of Hire from time to time and at its own discretion.

PUBLIC ENTERTAINMENT

The Hall is licensed for public entertainment consisting of music and/or singing and or dancing under the Local Government (Miscellaneous Provisions) Act 1982 by Central Bedfordshire Council.

Full details of the conditions attached to the licence can be obtained on request, but those that may have a direct effect on the Hirer include:

- A readily identifiable, responsible adult (over 21 years old) must be present throughout the hire period to exercise general supervision, and must also ensure that relevant conditions relating to the licence are observed; properly controlled access and egress from the building; be fully conversant with the location of safety equipment and the procedures for emergency evacuation in the event of emergency, including the provision of assistance for any disabled persons present; take all other reasonable precautions for the safety of the public and maintain good order and conduct of those present. Other similar adults may be required to assist with these functions according to the type of persons present.
- Any temporary electrical installations must be in accordance with current IEE wiring regulations; not to be placed in proximity to combustible materials; not to obstruct gangways or exits routes, and be removed at the end of the hire period. Portable appliances using liquefied petroleum gas or spirit, may not be used.
- Barriers for checking or controlling admission may not be used, and no vehicle or object shall be placed so as to interfere in any way with the free use of exit routes.
- Chair clips are to be used during any public performances. Chairs are to be linked in lengths of no more than 12 and no fewer than 4. Gangways are to be maintained at 1.05m
- The premises may open or be kept open only between the hours of 8.30 to 24.00. There are specific and stringent constraints placed on noise levels generated by activities within the Hall. In particular, no amplified sound shall be allowed after midnight.