

# Kings Worthy Community Centre

Kings Worthy Community Centre,  
Fraser Road, Kings Worthy, Winchester, SO23 7PJ

## Standard Conditions for Hire

- The Meeting Room must be used only for the purpose stated at the time of booking and as described in the confirmation of booking letter.
- Payment must be received in advance for single bookings. All payments must be paid by cheque, payable to Kings Worthy Parish Council.
- In some cases, a deposit may be required. Please enquire for details.
- The hire of the Meeting Room includes the use of the toilets, kitchen, its equipment and crockery. Please check that there is enough for your needs before the day. Please supply your own tea towels.
- On confirmation of your booking you will be given a four digit number. This will give you a unique access code to the building and, for security reasons, must be treated like a PIN and must not be revealed to anyone else.
- You will need a key for the Meeting Room if hired out of office hours. The key must be signed for and returned immediately after locking the room at the end of the hire period. It can be put through the letter box.
- The timer on the heating system is controlled automatically, and on no account should be altered.
- To preserve the state of the decoration, please use only blu-tack or similar to attach notices: please never use cellotape or drawing pins.
- After use, please leave the premises clean, tidy and secure. Please ensure all the lights are switched off, including the toilets and kitchen. Please do not use any other rooms in the building.
- All property and refuse must be removed from the site after the hire period.
- Should any damage occur to the rooms hired, or contents or equipment, during the period of hire, the hirer must inform the Parish Office on 01962 884150 immediately. Kings Worthy Parish Council reserve the right to reclaim from the hirer the cost of repairing such damage, or where additional cleaning may be required.

### **Standard Conditions of hire continued:**

- Hirers are reminded that they are responsible for any accident or injury arising out of the activity for which they have booked the premises. It is the responsibility of the hirer to ensure that the premises are safe for the purpose for which they intend to use them, and to be acquainted with the positions of the emergency exits, first aid box and fire extinguishers. Hirers are advised that appropriate insurance may be required for certain activities and equipment used.
- Hirers are required to enter in the accident book (kept in the marked first aid cupboard in the kitchen) details of any accident which occurred during the period of use of the Meeting Room, which did or could give rise to injury or illness in the future, before leaving the premises. The hirer should also inform the Parish Office on 01962 884150 without delay.
- Smoking is prohibited throughout the whole building.
- Use of the Meeting Room by the hirer will be deemed as acceptance of these conditions.
- Until further review the charge for hire is £10 per hour.

Kings Worthy Parish Council  
April 2013