

## KCWA TRUST HALL

505 London Road

Booking Instructions

Weekdays (Mon-Fri) £40/hour (minimum of 2 hours booking)

Weekends (Sat & Sun) £50/hour (minimum of 4 hours booking)

Deposit: £50

Parking: Required parking permit for car park, 2 parking permits available with Hall Booking. **Third party manages car park and they will issue PCN for vehicles not displaying valid parking permit.**

Chairs: We have 60 chairs in the main hall, additional chairs can be provided on request.

Stack 6 chairs x10 as you find them in Hall.



Round Table: 7 Large round table + 1 small round Table



Square Table: 11 light weight square tables and Heavy-duty tables as well. The heavy duty tables are strapped against wall for safety as they are heavy and can cause injury. Please be Careful when you handle them.



Boiler: 2 Boiler is located inside the tall cabinet next to toilets, The right hand side one marked as Hall, Open the front and press the select button until the display shows "ON". Thermostat is located opposite wall, set the required temperature and press once.

Cleaning: Open the rear door next to staircase to access cleaning equipment (broom, dust pan & brush, mop & bucket)



**Note: Return the keys & parking permits as instructed, please leave the hall, toilets clean and tidy. All rubbish can dispose into the large Veolia or black wheelie bins outside hall. No loud music after 23:00.**





{OPEN}

# CONDITIONS OF HIRE

## KEYS

All hirers will be given keys for the duration of their hire.

Hirers are required to secure all internal and external doors, windows, and the main gates at the end of their agreed period of use of the Hall.

Keys are supplied to the hirer on the understanding that they will not be handed on to any third party without the prior authorisation of **KCWA Trust** Representatives.

If a key or keys are lost, this must be reported to the Administrator immediately. All keys are to be returned as soon as possible after completion of the hire.

## FIRE SAFETY

Fire exits must be kept clear at all times and no obstruction placed in any area leading to or from a fire exit. In the event of fire, you should leave the premises via the designated fire exits in as quick and orderly a fashion as possible ensuring that everyone has left the building, and then contact the Fire Service.

The designated Fire Assembly Point is through the Main Door to Front Car park.

All designated Fire Doors must be unlocked while the Centre is occupied. Fire Doors must not be wedged or propped open. Fire extinguishers must not be moved out of position. No naked flames such as gas burners or candles are to be brought into or used within the Centre without prior written permission.

No fireworks or other hazardous, explosive, especially combustible or harmful substances may be brought into the Hall.

## DRUG & ALCOHOL

The Hall is not licensed for the sale of alcohol, and the sale of alcohol is therefore prohibited. Hirers may however, apply to Croydon Council for a Temporary Event Notice (TEN) to permit the sale of alcohol.

Do not bring or use any drugs or any illegal substances into the premises.

## SMOKING

Smoking is not allowed anywhere inside the Building. Violations of this condition will incur the loss of the hirer's deposit, and no further bookings will be accepted from the hirer or hirers concerned.

## SUPERVISION

Hirers must make sure that:

People leave the premises in an orderly manner at the end of the hire, or in the event of an emergency.

There is adequate supervision of all attendees, bearing in mind the nature of the event and the age of the attendees. Hirers advised that the building may be used for a range of activities with different users arriving and leaving at varying times.

No person under the age of 16 is permitted on the premises without adequate adult care and supervision.

The person or persons hiring the premises for the purposes of an entertainment for children, or an entertainment to which children will be admitted, shall accept full responsibility for the arrangement made under the provision of section 12 of the Children and Young Persons Act 1933 or any statutory re-enactment thereof.

## CLEANING

The Hall / Rooms / Toilets must be left as found, in a clean and tidy condition, using the cleaning equipment and consumables provided for hirers. Please use the bins for all waste. Reasonable refuse facilities are provided, the Trust Hall does not provide a supply of bin bags. For party or event hirers in particular, if at the end of your hire the external bins are full, please remove your own refuse from the Hall for disposal.