

# Morwenstow Community Centre - Is a Registered Charity - No. 287910

These premises are licensed in pursuance of the Act of Parliament for Public entertainment.

## Hirers' responsibilities:

The hirer is deemed the "**Responsible Person**" and so is designated the **person in charge** of the Centre during your hire.

The hirer should inform those attending of the **emergency exits and procedures** at the beginning of any event.

- In line with the law, the facilities are a NO SMOKING/VAPING venue.
- **On all occasions, the Hirer is responsible for ensuring the care of children and vulnerable adults under the provision of the most recent Safeguarding Act.**
- The **facility keys** are available from the Caretaker at No.2 Morwenna Road EX23 9SW (Telephone 01288 331527)What3Words - jumped.bells.ethic and after locking up they should be returned to the Caretaker following a day event or placed in the post box outside the front door following an evening event unless otherwise informed by the booking secretary.
- The hirer is responsible for arranging adequate **Public Liability Insurance** where required and any **licence** necessary in connection with the booking, and for informing the Booking secretary. **All bars must close at 11.45 p.m.**
- The hirer should carry out their own **risk assessment**.
- Any hiring for commercial purposes must comply with trading laws.
- A hiring for a party for **18s and under** must have at least **2 stewards present** throughout the event.
- The committee will not accept any liability for the loss or damage to any vehicles, contents or personal property.
- The hirer shall not sub-let the premises.
- Please leave with **consideration** for local residents. **The premises must be vacated by 2 a.m. at the latest.**
- You are advised to read the **Fire Routine Notice** (located on the foyer notice board); and be aware of all the fire exits and fire extinguishers. Please ensure **Fire Exits** are kept clear at all times. **You are advised to have a means of calling the Emergency Services.**
- The **first aid kit** is kept on the pegs in the kitchen; the **Accident Record Book** and a hard copy of the Centre's Health & Safety policy is filed in the rack below the kit.
- All areas of the facilities must be left clean and tidy.
- Check that all lights and electrical appliances are turned off.
- Close all internal doors and secure outside doors and windows.
- The hirer is responsible for the **cost of making good any damage** to the buildings, fittings or contents and for **any additional cleaning**.
- Please use the trolleys provided for moving chairs and tables in order to avoid injury to yourselves and damage to the floor. **Store chairs to be stacked in 8's with backs to the external door please.**
- In the event of the Centre being required for use as a polling station, the Committee reserve the right to cancel the hiring and the hirer shall be entitled to a refund of any deposit already paid.
- Please be aware that it has been agreed by the Management committee that the Community Centre may be used as a refuge by a local organisation in the event of an emergency. If this should occur, the Centre would need to be vacated by other users.

Name .....

Signed ..... Date .....

Updated April 2025