**Stoke Ash Centre Conditions of hire**

1 Supervision of children There must be adequate adult supervision for all groups of children. Guiding and Scouting groups must follow ratios set out in the appropriate manual. Other groups must ensure they have adequate supervision for the young people in their care. Group leaders are responsible for the behaviour of their groups.

2 Electrical equipment Visiting groups are responsible for visually checking all the electrical equipment before using. Record any faults in the book on the hall table and email any urgent problems to the centre contact. Any electrical appliance brought into the premises shall be safe and in good working order and used in a safe manner.

3 Security Visiting groups are responsible for the security of the premises and their own property whilst on the premises. When leaving the site please ensure that all windows are fastened and doors and gates are locked. A member of the Stoke Ash committee may visit the centre during your stay and should be given access.

4 Fire regulations Visiting groups are required to study the instructions regarding fire drills and regulations which are on the notice board. It is the responsibility of each group leader to deliver a fire safety brief to the group and perform a fire evacuation drill.

5 Capacity Numbers sleeping in the building are suggested as a maximum of 40 people with consideration to the facilities available. For a day event the capacity is 80 people.

6 Risk assessment and First aid Visiting groups are responsible for carrying out their own risk assessment for their groups activities and reading the general risk assessment for the centre. Groups will provide their own first aid equipment.

7 Smoking is not permitted on the premises or within the grounds

8 Damage and breakages Groups are responsible for the cost of any damage they may cause. Any significant incident (such as damage to the building or breakages of equipment) must be recorded in the incident book located in the hallway.

9 Plumbing The sewage system is a sewage treatment plant. Do not put any wipes etc down the toilet. They cause a blockage and you will be charged for clearing the blockage. Use only the toilet cleaner provided.

10 Toilet paper etc Toilet rolls, tea towels and hand towels are not provided, please bring your own

11 On Leaving at end of hire At the end of the letting leave the premises in a fit and proper condition in all respects. The kitchen must be left clean and no food left on the premises including in the fridge. Any glitter or similar craft materials may only be used in the non-carpeted hall due to difficulties removing glitter from carpets.

12 Accident Any serious accident must be reported in the accident book and reported to the centre contact.

13 Injury The committee shall not be responsible for any injury, loss of, or damage to property resulting from or occurring during the hiring. Groups other than Girlguiding or Trefoil Guild members must ensure they have adequate public liability insurance during their stay.

14 Cancellation The committee reserves the right to cancel a booking should the need arise. All monies paid in respect of the booking will be refunded in full unless the booking was terminated due to the group failing to meet the booking conditions

15 Arrival and departure times to be agreed at time of booking and confirmed before the event. Bookings for sleepovers will start at 16.00 and finish 16.00 the following day.

16 No animals except Guide dogs allowed on premises without permission. No animals whatsoever allowed in the kitchen area.

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