

General Information

Thank you for hiring Kingsley Community Centre, we hope you have an enjoyable function. Kingsley Community Centre is run by volunteers and does NOT employ a caretaker. Below is a checklist of responsibilities of the hirer.

- The fire risk assessment must be read and complied with, it is attached to the notice board, if it is missing please ask for a copy.
- Kingsley Community Association carries Public Liability Insurance, it does not, however, cover all events that may occur. It is the hirer's responsibility to ensure any event carries sufficient insurance cover for that event. An example of a specifically excluded event is the use of bouncy castles for children's parties.
- If music is being played or any other form of regulated entertainment is being carried out, then the licensing requirements must be followed. Music should be kept to a level whereby it does not cause a nuisance to local residents, ie normal conversations can be held in the room where the music is being played. All doors and windows must be kept closed whilst music is being played (even in hot weather).
- It is the hirer's responsibility to ensure the Centre is left clean and tidy. The Centre is cleaned weekly but it is the hirer's responsibility to ensure all rubbish is removed, and the whole Centre (including kitchen and toilets) is left ready for the next user. Cleaning materials, vacuum cleaner and toilet rolls are stored in the cupboard next to the ladies toilets, kitchen cleaning materials are under the sink in the kitchen.
- At functions such as parties, the hirer is responsible for all breakages and must ensure that responsible people should act as stewards at a ratio of 1:25 to ensure all licensing conditions are met. Please make responsible person known to bar staff.
- After any function all tables and chairs should be stored. Chairs stacked under the lighting balcony in the main hall, and tables stacked in the kitchen storeroom. Tablecloths should be washed and returned within 3 days to the kitchen drawers; they do not need to be ironed.
- The heating is on a timer, individual radiators can be adjusted using their valves, except in the main hall which has a thermostat on the wall by the kitchen. Please do not alter any settings on the boiler as it will disrupt timings for other users.

If you have any questions regarding the above please contact us and we will do all we can to ensure your function is a success.

KCA Committee