

Using the Greenstead Community Centre - What you need to know...

To keep you safe!

Maximum capacity – The hall can take 280 people in total and the meeting room can take 44 people. On no condition must you let more people in than this. If you start adding tables, chairs, discos etc, these figures will be reduced. Please speak to office staff regarding this.

Obstructions – It's really important that all corridors, doors and emergency exits are kept clear at all times in case of fire.

Fire - Our fire procedure is posted on the Hall and Meeting Room walls. Please make sure you read it before your booking starts and follow its instructions in the event of a fire. Staff opening up for you will show you the fire exits.

First Aid – We will show you our First Aid box (located on the wall in the café area) at the start of your booking. If there is an accident or you need to make use of any of its contents, you must inform the centre staff as soon as possible after the event.

Electrical equipment – All electrical equipment brought into the centre must be tested to confirm it's safe if it's over a year old.

To obey with the Law!

Alcohol - It is against the law to sell alcohol on our premises without a licence. If you arrange a bar you must provide us with a copy of their licence. Over 18's may bring alcohol onto the premises, for your own consumption, with the centre's prior permission. We are limited to the number of bars we can allow, so check with us first.

Discos - Please inform the DJ that smoke machines will set off our alarms. Music must finish by 11 p.m. on Monday – Thursday, midnight on Friday and Saturday and 10.30 pm on Sunday.

Other things to consider

Noise / Nuisance - Please be considerate to our neighbours. We have had no complaints as yet and we wish to keep it that way. If anything is causing disruption to your booking, please inform us immediately and we will do our best to resolve it.

Smoking - The building is a no-smoking zone. Smokers may smoke outside but please clear all cigarette butts away. Thanks!

Loss of property – We cannot be held responsible for any of your property which is lost, stolen or damaged at the centre.

Car parking – Ample parking is available at the back of the centre. Additional spaces may be available on Clematis Way. Please do not park on the paving slabs at the front of the centre. If you wish to unload, please agree this with centre staff before your booking.

Code of conduct – Please make sure all your guests follow our code of conduct. This states that all users of the building will show respect and consideration to all other users and our neighbours.

End of the session

Rubbish – As we have to pay for our rubbish collections, we must ask you please to take all your rubbish with you when you leave. It's a good idea to stick black bags in the corner with a sign for cans and bottles then you can take them to the recycling bins at the other side of the car park.

Leaving the centre – Our security company will return at the end of your booking to lock up for you. Please think carefully about the time you will need to clear up and leave the building as there will be extra lock up charges if you are more than 15 minutes late. Please also have respect for local residents and ask your guests to leave as quietly as possible.

Deposits - If the centre is left in a reasonable condition, a cheque for £50 will be sent to you to refund your deposit as soon as possible after your booking. We do hope we will be able to refund you in full but must alert you that we will not be able to return it if the building is not cleared to a reasonable standard or if any damage has occurred. Where damage will cost more than £50 to our organisation, we will have to charge you further. In our experience damage is often done in the toilet areas. You must check these to ensure that taps are not left running and everything is as it should be. A cleaning kit will be provided for you. Please remember to sweep the toilets and corridors as well as the areas you booked. Please try to keep your guests out of the café area as it is quickly messed up. If a few crumbs have gone astray you can use the carpet sweeper provided. We do not expect you to mop floors; however we would appreciate it if you could wipe up any spills as and when they occur. Tables and chairs must be wiped down and returned to the table trolleys and the side of the hall respectively.

Emergency contacts – In the event of an emergency you can call the centre mobile for assistance:
07724 075509

Lastly, thank you for your co-operation. We sincerely hope you enjoy using the Greenstead Community Centre.