

Smoking is prohibited in the building

Use of drugs on site will result in the hall closing immediately, and loss of deposit. No exceptions

One bouncy castle less than 15 feet tall is permitted only at the rear of the hall – not at the side under any circumstances

The only outdoor installation or activity permitted is a bouncy castle.

The area between the hall front door and 3 Turner Crescent is to be treated as private property and guests are not permitted to assemble in this area at all

No fire-eating displays are permitted for health and safety reasons

All children brought on to the premises must be accompanied by an adult and supervised at all times. Children must keep to the designated areas, and not run loose on the Estate. BMCA cannot accept responsibility for unsupervised children.

BMCA does not accept liability for any loss or damage to any article belonging to any user of the premises.

All users should have Public Liability Insurance to cover their activities

All litter should be put into plastic bags and taken from the hall by users to dispose of.

All users must take care that the premises are not put at risk, by neglect or misuse of any kind during their period of hiring

Amplified music must be kept to a reasonable volume, we have neighbours upstairs and nearby whose rights must be respected. If the music is too loud, we will close the hall and with-hold the deposit

Any attempt to over-ride the noise limiter will result in immediate closure of the hall and forfeit of the deposit

The person/organization to whom the room or space has been let shall pay for any damage to the premises fixtures, fittings or equipment. A deposit of 100 pounds is required and will be refunded within 7 days of the event on condition that there is no damage to the premises including fixtures, fittings or equipment. **Half of this deposit may be retained if there are more than 2x noise complaints, and all of the deposit may be retained if the hirer creates a noise nuisance.** The continued function of the centre depends on the mutual respect of the hirers, neighbours and committee.

Decorations and notices are not to be attached to doors, walls or ceilings.

At the end of sessions, furniture & equipment must return to the right place

External and internal fire doors must not be propped open or blocked. Fire doors are for exit only. They are not to be used to enter the Centre.

Upon vacating the premises, users must ensure that it is left safe and secure. All doors must be closed and locked. All windows must be closed and locked, all toilets must be checked and lighting must be switched off. **Failure to close all windows and lock all doors will result in a £50.00 fine being levied. No exceptions.**

Limited parking is available in the adjoining roads. Users are requested to respect the rights of local residents and not to cause hindrance or disturbance.

Hire charges at Queens Community Centre are kept at low rates only if users continue to take responsibility to be careful, clean and tidy. Please leave everything, including toilets, as found & report any damage to the Key Holder.

The person booking the hall must be the last person to leave the Centre

The hall capacity is 100 people seated, or 150 people standing. If the hall user exceeds this number the BMCA reserve the right to-; 1. Withhold the deposit. 2. Ask the hall user to leave. 3. turn off power to the hall. 4. Call the Police, and close the hall.

The area around the Centre is an ACCESS area not an ACTIVITY AREA.

Under no circumstances is the green space between the hall front door and 3 Turner Crescent to be used at all.

The green area adjacent to the hall (with park benches etc) is not to be used by hall hirers or their guests

Any breach of any of the conditions above will result in the deposit being retained, and may result in the hall being closed and guest asked to leave

We have a responsibility not to create a nuisance to our neighbours, and we take immediate action to prevent anti-social behaviour

All hirers shall be deemed to have accepted these terms and conditions of hire

