



THE HUB CENTRE

Registered Charity Number 1161486

INFORMATION SHEET FOR ALL HIRERS

The Hub Centre is available for hire by local groups, businesses, charities and not for profits as well as individuals for events and parties.

Address of Venue

The Hub Centre,
Hartswell,
South Street
Wiveliscombe
TA4 2NE

W3W ///catapult.roadshow.belts

Opening and closing The Hub Centre

EITHER

The Hub Centre will be opened for your hiring fifteen minutes before and will be closed for you within fifteen minutes of the time you have indicated. Please confirm your departure time with the person opening the centre and do not leave it open and unattended.

Please ensure that any outside caterers, contractors and bar staff are aware of the hire period and that they will not be able to enter before or leave after the hire period. Rubbish or other items must not be left outside the centre overnight.

The person opening the hall for you will provide a contact phone number, please ring that in case of difficulty.

Guests are expected to vacate the premises within fifteen minutes of the end of a licensed period. Only those helping to clear up the venue should be on the premises after this time. Failure to comply with this will result in forfeiture of your deposit.

OR

Regular Hirers will be given the keypad code and a key to enter the hall for their event or meeting.

Safety

In the event of a fire, the centre should be evacuated in an orderly manner using the appropriate exits, and the Fire Brigade called by dialling 999.

The exact location of the nearest telephone, fire exits and fire extinguishers must be noted before the centre is occupied and the manner of opening Fire Doors should be made known to your guests. (A plan showing these is attached at the end). Please make sure that all fire exit doors are unlocked.

Please stack chairs and tables as you found them in the activities room.

Copies of The Hub Centre's health and safety and fire risk files can be made available if required.

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A first aid box is located in the kitchen. Any accident must be logged in the file and the booking secretary must be informed of items used so that they can be replaced.

Power circuits/heating

The heating controls are located in the staff's toilets as well as by the heater in the rear activities room. Please let the booking secretary know if you need the centre to be particularly warm or cold. Do not adjust individual radiators/heaters as this will result in the centre being too cold or hot for subsequent users. The heating is timed for regular users. Please warn all occupants of this.

Kitchen

Your hire of the centre includes the use of the kettle, water heater and mugs for small groups of no more than 20. Please return all items clean and dry to the cupboards where you found them. Please note you must use paper towels when drying dishes as per our Kitchen management policy. There is an additional charge to use the major kitchen appliances, which includes the use of all or any of the following: cookers; dishwasher (including washing agent); crockery, cutlery, serving dishes.

Telephone

The centre has a telephone in the kitchen for use in case of emergency only. You are advised to bring a fully charged mobile telephone for your own use.

Car parking

The centre is located within Kingsmead School Campus, entrance to the carpark must not be obstructed. The car park is only available for hirers use after 4:30pm, you cannot use the school carpark between the hours of 7:30am-4:30pm. Parking on the access road is strictly forbidden. Please also do not park in Kingsmead Close.

Outside Space

Your hire of the centre includes the use of the surrounding external space i.e decking and garden area. Children must be supervised at all times, just as in the centre. Please be wary of the tree in the garden during wet and windy conditions.

Consideration for others

Please close all windows and doors of the centre when music is playing so that the neighbours are not disturbed. Please ask your guests to leave quietly at the close of your event. Car doors banging and loud talk in the car park can be disturbing to local residents.

Decorations

Please do not use drawing pins, masking tape or sellotape on the walls or other surfaces, use blu-tack only on the glass doors if you need to put up notices or decorations. Do not fix decorations near light fittings or heaters.

Cleaning

Please leave the centre clean and tidy. All rubbish created by the Hirer is to be removed from the premises at the end of each hiring session. In particular we ask you to ensure table tops are wiped clean before being stacked. Allow enough time for setting up and cleaning up after your event.

If food and drink has been consumed the hall floor may need sweeping and/or washing.

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There are large brooms, mops, buckets, and other cleaning items that you are welcome to use in the cleaners' cupboard. It must be kept locked when not in use. The vacuum cleaner is stored in the cleaning cupboard.

Faults / damage/ comments

Please report any faults or damage to the booking secretary as soon as possible so that they can be rectified quickly. The charity welcome comments or observations that you may have about your hire of The Hub Centre.

Additional information

Alcohol Licences and performing rights

In order to play music or serve alcohol you are responsible for having your own appropriate license. **A copy of the TEN must be provided to the Booking Clerk in advance and displayed in the centre during the event.** No event involving alcohol or music to be held after 11:30pm and the centre must be vacated by midnight.

Location Plan and use of fire equipment for Hirers

BUILDING PLAN

