



## Tang Hall Community Centre

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## Children's parties, user guide and conditions

This user guide will help you make the most of the centre and to help you understand how each area works.



For £32 per hour you get full use of the centres grounds, hall, kitchen and lounge.

A typical birthday party booking is 3 hours (30 mins setup, 2 hours of activities, 30 mins cleanup) .

### Arrival at the centre

A member of staff will arrive at the centre to open up before your booking starts. They will help settle you in and stay at the centre to help with any questions or issues that may arrive.

A member of staff should always be available on 0190 439 3492.

## Main Hall



Our main hall is 52ft x 32ft and large enough to seat 100 people to watch a film screening, 80 people for a community meal or birthday party.

The hall has the following equipment which is available to aid your booking:

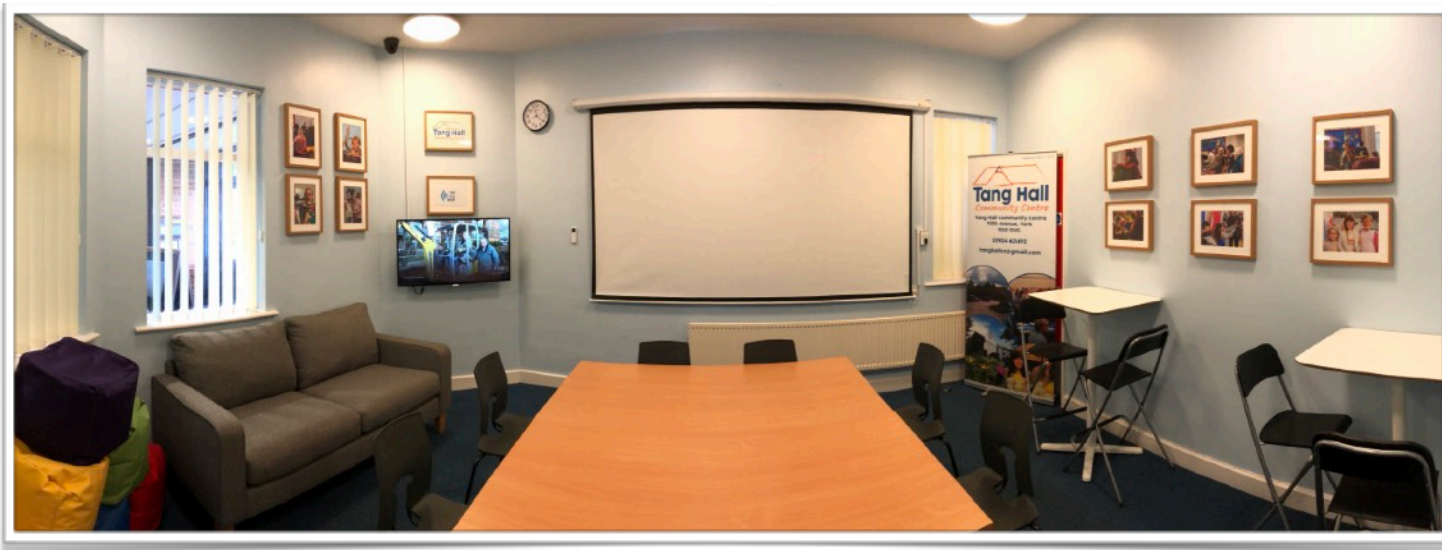
- Cinema screen
- Bluetooth Speaker
- Hall divider

The hall is regularly used to host bouncy castles, discos, magicians other family friendly activities.



To help you plan your event. We have 15 full size tables (2' x 6'), 4 small tables (2' x 4') and 4 shorter children tables (2' x 6').

## Lounge



At 17ft x 13ft, the lounge is designed to be used as a multi use space including:

- Traditional meeting room for approximately 12 people
- Children's seating with bean bag cubes
- Cafe style tables and chairs with settee
- Electric widescreen projector screen and wall mounted display

## Kitchen



Bring your own food or use our modern kitchen with double oven and six hob cooker to cater for your party.



The centre provides 'Pay as you feel' refreshments to save you having to bring along tea and coffee.

Note: We recommend you bring along your own tea towels and milk as we do not always provide these.



## Outside court and grounds



The outside court has flood lighting and has been used for cycle parties, a storytelling arena with straw bales for seats, exercise area and has even been used for the occasional flash mob dance.

The grounds include a climbing frame, slide, storytelling throne, picnic benches and plenty of space to run around.

## Leaving the centre

**You must be ready to leave the centre in time for the end of your booking time as there may be a second booking starting as your booking ends.**

All hall tables and chairs need to be put away and the entire centre must be left as you found it. The cleaning cupboard is available in the main corridor should you need to mop or vacuum the hall or wipe down tables.

## Annex A, The small print

- The hirer must be over 18 years old, and a responsible adult must be present throughout the entire period of the booking.
- The hirer may not use the centre or its facilities for any purpose other than **children's parties** as agreed by the centre. The hirer may not sub-let the facility. Failure to follow these instructions will lead to the booking being cancelled, and fees will not be refundable.
- The hirer is responsible for the supervision and behaviour of any persons they bring into the building, and its grounds, as part of their group. Any breakage or damage arising during the booking period must be paid for by the hirer.
- The hirer is responsible for leaving the room(s) in a clean and tidy condition at the end of the booking, and for making sure the premises are vacated on time. A charge may be made at a half hourly rate for any extra period of time beyond the end of the hire period.
- The hirer must ensure all equipment they bring in to and use in the building is safety tested to current standards if over a year old.
- The hirer is responsible for any first aid cover which may be needed. A first aid kit is suspended on the wall in the entrance foyer and a burns kit is suspended on the wall in the kitchen.
- The hirer needs to have on them a mobile phone, as the hirer is responsible for calling for any emergency assistance, fire, ambulance or police, should this be necessary.
- The hirer is responsible for ensuring no fire exit is blocked during their use of the centre. Fire exits are clearly marked throughout the building. Please read the emergency evacuation instructions so that, should the need arise, you know how to safely evacuate your group (and where to assemble outside). The hirer is responsible for the evacuation of their group in the case of fire or the alarm sounding. The hirer should keep a register of all persons who access the building during their hire period, so a roll-call can be made in the event of an evacuation.
- The hirer is responsible for ensuring no fire door is propped open. Fire doors fitted with a 'dorguard' mechanism may be held open using this foot-operated safety device, but by no other means. Fire doors not fitted with a 'dorguard' must not be held open by any means.
- The hirer is responsible for the risk-assessing of activities carried-out during their hire period. The community centre, its management committee or representatives, cannot be held responsible for accidents, injuries, mishaps or breakages that occur during a hire period as a result of inadequate risk-assessing of an activity by the hirer.
- Hirers have the responsibility of ensuring members of their hire party understand how to use the internal thumb-turn locks fitted to the front and side metal entrance doors. These doors are both fire exits. Thumb-turn locks allow these doors to be locked from the inside, while still maintaining fire exit compliance. All persons in the hirer's party must know how to unlock these in case of emergency evacuation. These locks are indicated with 'Turn to Open' signs.
- Hirers have the responsibility of ensuring the stacked tables on trolleys, when positioned out in the hall, are handled with care and attention. Tables must be returned to the correct trolley, must be stacked upright and be secured in place. On both trolleys the tables must be secured with the security straps. Neither trolley should be moved from its parked position. Children should not handle tables and chairs, nor be unsupervised around the trolleys.
- Cancellations should be made 48 hours prior to the booking date. Failure to do so may result in you having to pay the full agreed amount.
- The management committee will not be held liable for any losses or claims arising should they either need to close the building or withdraw facilities leading to cancellation of events.
- Neither the management committee nor its representatives may be held liable for any loss or damage to property of users of the building, the car park, bicycle rack, play areas, the grounds, nor injury to users of the play areas.
- The management committee and its representatives reserve the right to refuse admission to the centre and its grounds.
- Hirers must not ignite any flammable items in the building other than birthday candles. This is to ensure the smoke and heat detector alarms are not accidentally activated. If a hirer has use of the kitchen the electric toaster must only be used under the

active extractor fan. If the fire brigade are summoned by a false activation, and if they charge, the hirer shall be responsible for this charge. The extractor fan must be used at all times when cooking is taking place.

- Any accidents or significant incidents (including those concerning potential harm or potential damage to property) that occur within the building or grounds must be reported to the centre manager or their representative at the time the incident occurs (or as soon as possible afterwards). If for any reason a representative is not present the hirer should telephone the "out of hours contact" number on the wall by reception.
- No cameras or other recording equipment may be used in the centre for commercial purposes, without written permission from the committee.
- Tang Hall Community Centre is not responsible for any loss or damage to personal belongings in the building or in the grounds, bicycles in the grounds or secured to the bike rack, or vehicles in the car park.
- In accordance with our premise licence, alcohol must not be sold in the centre. Alcohol should only be brought on to the premises with the consent of the centre manager.
- Complaints are to be made in writing to the centre manager.
- Hirers are expected to keep to the times of their booking. Setting up at the beginning of the booking, and tidy up time to vacate the building at the end must be included within the booking time. Hirers are expected to keep to this arrangement.
- Hirers of Tang Hall Community Centre, by making a booking agree by default to the terms of the Tang Hall Community Centre.

## Annex B, Fire Evacuation Procedure



IF THE FIRE ALARM DOES NOT SOUND AUTOMATICALLY, PLEASE RAISE THE ALARM BY USING ONE OF THE BREAK-GLASS POINTS.

YOUR GROUP SHOULD LEAVE AS QUICKLY AND CALMLY AS POSSIBLE BY THE NEAREST FIRE EXIT, AND ASSEMBLE AT THE FAR END OF THE CAR PARK, BY THE LARGE CLIMBING FRAME.



TELEPHONE 999 - THE EMERGENCY SERVICES WILL NOT AUTOMATICALLY RESPOND TO AN ALARM SOUNDING.

ONLY ATTACK THE FIRE IF YOU HAVE HAD RELEVANT TRAINING TO DO SO.

DO NOT STOP TO COLLECT PERSONAL BELONGINGS.

THE GROUP LEADER WILL NEED TO DO A ROLL-CALL TO ENSURE ALL THEIR GROUP HAS LEFT THE BUILDING. PLEASE INSTRUCT YOUR GROUP NOT TO LEAVE THE GROUNDS UNTIL A ROLL-CALL HAS BEEN TAKEN. THE EMERGENCY SERVICES WILL NEED TO BE SURE NO-ONE IS LEFT INSIDE THE BUILDING.

DO NOT RE-ENTER THE BUILDING UNLESS THE FIRE OFFICERS IN CHARGE HAVE DEEMED IT SAFE TO DO SO.