



theKenilworthCentre
we're here for you

Youth activities · Radio Abbey · Meeting rooms · Wi-fi · Dance studio · Outdoor court · Cinema

Tel: 01926 855205 Email: enquiries@thekenilworthcentre.com Twitter: @theKenCentre
Abbey End Car Park, Kenilworth CV8 1QJ

Terms & Conditions of Hiring

These Terms & Conditions have been put in place for the safety and benefit of both current and future users of theKenilworthCentre (tKC).

1. Hirers will ensure that there is always a responsible adult in attendance.
2. Hirers must comply with health, safety and fire regulations as displayed in tKC and stated here.
3. The facilities must be left in a clean and tidy state after use. Room/s should be left clear and clean for following users. This includes the kitchen and toilets that may have been used by users' guests/clients. The Hirer will be held responsible for any damage or additional cleaning needed for which they may incur a charge.
4. tKC has a no smoking policy. The use of illegal drugs is strictly prohibited. Any evidence of the use of drugs will result in groups/individuals being refused any future bookings.
5. tKC is not licensed for the sale of alcohol. If you wish to serve or sell alcohol at a function, please discuss this with tKC staff. A licence will be required if you are selling alcohol.
6. Hiring Groups are expected to carry their own public liability insurance (PLI) unless the hirer is a Charitable organisation, voluntary organisation, not-for-profit group and individual: for which tKC have PLI.
7. Rooms can be hired for private meetings, but not to publicly promote a political agenda.
8. tKC has a formal safeguarding policy for the protection of young people and vulnerable adults with which hirers are required to comply whilst using tKC. A copy of this policy is available on request. DBS numbers will be required for those sole working with children/young adults/vulnerable people.
9. tKC is committed to equality of opportunities for all regardless of race, colour or nationality, ethnic or national origins, sex, gender reassignment, sexual orientation, marital or civil partner status, pregnancy or maternity, disability, religion or belief, age or any other ground. Hirers of the Centre are also expected to follow these principles.
10. The Main Hall has a maximum electrical power loading requirement. Hirers must check with tKC staff if intending heavy use of electrical equipment. Smoke machines are not permitted under any circumstances.
11. Energy saving costs: We ask that Hirers turn up the radiators on arrival, and turn them down to #1 on departure.
12. **HOW TO BOOK**
tKC welcomes bookings made by e-mail, our online booking system, or by phone. Bookings are confirmed on receipt of a completed booking form. The hourly room rate is dependent upon the status of the hiring organisation (Commercial/Public Sector or Community/Charity users), the frequency of booking and the room required.
13. **Single Bookings:** For single bookings payment is required in advance of the booking date.
14. **Regular Bookings:** Invoices are sent out at the start of each calendar month in advance and must be paid within 30 days of the invoice date. We reserve the right to refuse access to rooms where payments are outstanding.
15. tKC reserves the right to refuse room hire bookings.
13. **Booking Times:** The Centre is available for hire all year. Rooms are available for booking between 9 am – 10 pm. Users need to adhere to the times that they have booked and ensure that they leave enough time to set-up, clear away and clean up after their booking. There is a free 15-minute set-up/tidy-away slot at either side of any booking, which is shared with the outgoing/incoming user. All evening events MUST finish by 10 pm and the building vacated no later than 10.30 pm and outside noise kept to a minimum due to the proximity of residential housing. The outside court lights are extinguished at 8.30 pm.
14. **Cancellations/Changes to Bookings:** Bookings cancelled with less than 2 weeks' notice will be charged in full. Cancellations & changes to bookings must be confirmed in writing and a receipt of this cancellation/change acknowledged by tKC. E-mail cancellation is acceptable.
15. **Adverse weather:** If you cancel your booking due to adverse weather conditions and 'the Kenilworth Centre' is open and operational we are unable to offer refund/s on your booking/s.
16. **Access to the building:** Access to the building outside normal office hours is by arrangement with the Administrator and will be agreed at the time of booking. Please keep all shared details on opening and securing the building confidential and shred after use.

17. **Security of the Building:** The automatic lobby door must be set to OFF if there is a gap between yourselves leaving and the next user to keep tKC safe from vandalism. The timetable in reception will tell you the timings of bookings for the day.
18. **Door entry system:** There is a door/phone entry system that can be used if you are a sole user and prefer the lobby door to be set to exit.
19. **Vacating the building:** It is the responsibility of evening & weekend users to check the timetable in reception to see if they are the last user of the day and if they are responsible for securing the building. If so, please check that there are no other users on the premises, that all windows are closed, heat is turned down, lights are turned off, and the full locking up procedure is completed.
20. **USING THE CATERING KITCHEN(S)**
The kitchen equipment, crockery and utensils are available for use by arrangement or you may bring your own. No children under 14yrs are allowed in the kitchens unless it is an organised activity. People preparing food must each have a Basic Food Hygiene certificate and are responsible for the safety of the food they are preparing.
Leave the area clear & clean. Utensils and crockery must be washed, dried and put away. The cooker must be cleaned after use. All worktops surfaces and sinks must be cleaned after use and the kitchen left clean and tidy. If the dishwasher is used, please follow the instructions on the wall above it.
21. **FIRST AID**
There are First Aid kits in both kitchens and in the office. Any accidents/incidents should be reported and recorded in the Accident Book (kept in the mounted wall unit in the ground floor kitchen).
22. **FIRE EXITS / FIRE DOORS** Doors must not be propped open. Fire Exits must be kept clear and obstructed with tables, chairs, DJ or party equipment.
23. **FIRE PROCEDURES**
Hirers must ensure they are familiar with the following information. It is strongly recommended that you practise emergency fire procedures with your group if you are a regular user.
24. **Signing in sheets/registers:** Hirers are responsible for knowing who is attending any event, specifically with a view to having a register to use in the event of a fire or a fire drill.
25. **IN THE EVENT OF FIRE**
 1. Break glass on one of the red Emergency Fire alarm boxes located in the Centre to sound the alarm.
Break glass Fire Alarms are in:

Reception Hall - by internal front door	Large Youth room	by north side fire exit
Upstairs Hall - by north side fire exit	Upstairs corridor	by Small Community Room
 2. Leave the building immediately using the nearest Emergency Exit.
 3. **Telephone 999 and Ask for FIRE BRIGADE please give full address of the Centre:**
The Kenilworth Centre, Abbey End Car Park, Abbey End Kenilworth CV8 1QJ
What3words: ///cross.splash.sheep
 4. Inform them where the fire is located within the building.
 5. Group Leader/Organiser to check all rooms and toilets if safe to do so, to ensure everyone has evacuated.
 6. **Assemble at the motorbike parking area, in front of the building, under the trees - safely away from the building.**
 7. Hirer to check attendance register to ensure all persons are accounted for.
 8. Do not re-enter the building until the Fire Brigade have confirmed that it is safe to do so.
 9. Finally, notify tKC as follows:
For false alarms: phone the Centre on 01926 855205 on the following day to advise staff of the incident or leave a message on the answerphone for someone to return your call.
In the event of a FIRE contact: 01926 359 664

Fire Extinguishers are located in:

Main Reception	Water + CO2	Downstairs kitchen	CO2 + Fire blanket + First Aid Kit
Snug	CO2	Upstairs kitchen	CO2 + Fire blanket + First Aid Kit
Large Youth Room	Water	The Pod	CO2
Upstairs Main Hall	Water	Radio Abbey	CO2
Upstairs Corridor	Water		

PROBLEMS

Equipment breakages or anomalies must be reported to tKC as soon as possible, and for an evening booking no later than the next working day after the booking.

In an emergency, problems such as a water leak or broken window must be reported immediately to: the office in opening hours 01926 855205, or **01926 359 664** if during an evening booking.



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