

Ffrith and Llanfynydd Community Association

Conditions of Hire for Community Centre

Updated May 2025

Please check the room before use and report any problems

Nothing may be attached to walls - particularly no tape or pins.

The kitchen is available for hire. Please thoroughly wash any used crockery, cutlery etc. after use.

The hirer must assess any risks which may arise from the activities which will take place during the hire period and must ensure that everyone attending is aware of the steps necessary to mitigate the risk of injury or damage.

Please leave the building in a clean and tidy condition and remove any rubbish from the premises

The hirer is responsible for cleaning all frequently touched surfaces and items (e.g. tables, door handles) BEFORE and AFTER their event. Surface cleaner, disposable paper towels will be provided for this purpose. Allow time to effectively carry out this task. The Community Centre has a thorough cleaning regime but we cannot guarantee that it will have been cleaned immediately prior to your booking.

The total number of people inside the building must not exceed 150.

If a third party is booked to provide an activity/entertainment, the hirer must ensure the third party has adequate insurance.

If the hirer is using the hall to run a commercial activity (e.g. an activity for which participants pay an attendance fee to the hirer), the hirer must confirm that they have adequate insurance and provide a copy of their insurance certificate if required.

DO NOT BLOCK THE FIRE EXITS AT ANY TIME. There are three emergency exits:

- 1.The main door to the car park
- 2.The double doors to the playing field
- 3.The door to the right hand side of the stage.

Familiarise yourself and your attendees with the position of fire equipment.

NO NAKED FLAMES ALLOWED IN THE BUILDING. DO NOT TAMPER WITH THE HEATING CONTROLS.

The furniture and equipment are only to be used for the purpose for which they are provided. They must not be removed from the building.

At the end of your session, please return all furniture to the position in which you found it and make sure chairs and tables are correctly stored on the trolleys (as shown in photographs on the trolleys)

All items not belonging to the Community Association, rubbish and recycling must be removed by the hirer.

A hazard warning sign is available in the storeroom, to be used if floor becomes wet or slippery.

A large doormat is available next to the storeroom, to be used if floor is likely to be made wet or muddy (especially if side doors are opened during hire).

INCLEMENT WEATHER e.g. Snow, ice, high winds. The FLCA committee do not have the resources to clear the car park of snow and ice. Hirers are advised to consult with the hall management regarding the condition of the car park if snow has fallen or is expected. If the hirer is advised that the condition is impassable, the hirer may cancel the session without charge.

If the hirer decides to proceed, the hirer will be responsible for ensuring safe access to the hall, including clearing walkways, parking areas and fire exits.

For the period of hire it is the sole responsibility of the hirer to accept and follow all procedures.

Do **not** park in the Memorial Gardens or on the playing field.

Do not attach anything to the War Memorial gates or railings.

Licences

Music in the centre

The premises are licensed with PRS for Music and with Phonographic Performance Ltd (PPL) for the playing of recorded copyright music and for the live performance of copyright music.

Television

The Community Centre does have a valid TV licence. The Community Centre does NOT have a 'Motion Picture Licensing Company (MPLC)' License and hirers cannot screen films or television programmes.

IN CASE OF FIRE:

Call the Fire Brigade on 999 and say " fire at the Community centre in Ffrith at post code LL11 5LH

Leave the building by the nearest safe exit

Assemble on the playing field by the goal posts

Do not re-enter the hall until given permission by the Fire Brigade in attendance