

SAFETY REQUIREMENTS

All conditions relating to the granting of the Centre's premises licence or other licences shall be strictly observed. Nothing shall be done which will endanger the users of the building and the policies of insurance relating to it and its contents. In particular:

1. Obstructions must not be placed in gangways or exits, nor in front of emergency exits, which must be immediately available for free public egress.
2. Nothing should be placed over emergency exit signs
3. Fire fighting apparatus shall be kept in its proper place and only used for its intended purpose.
4. The Fire Brigade shall be called to any outbreak of fire, however slight, and details shall be given to The Centre Manager.
5. No activities involving danger to members of the public are permitted.
6. No highly flammable substances shall be brought onto the premises. No internal decorations of a combustible nature (e.g. polystyrene, cotton, etc) shall be undertaken or erected without the consent of The Centre Manager/Trustees
7. No unauthorised heating equipment should be used on the premises.
8. The Poppleton Centre Manager or member of staff shall be notified of any accident or injury occurring in the building.
9. All electrical equipment shall comply with the Electricity at Work regulations 1989. The Poppleton Centre disclaims responsibility for all claims and costs arising out of non-standard equipment.

MAXIMUM NUMBERS

HIRERS MUST NOT EXCEED THE MAXIMUM CAPACITY FOR THE BUILDING AND ALL HIRERS MUST READ THE FIRE EVACUATION PROCEDURE

Sports Hall—600

(200/250 seated, 600 theatre style)

Dodsworth Room—70

Maypole Room—50

Dodsworth/Maypole Room combined—120

INTOXICATING LIQUOR

No intoxicating liquors may be bought into the premises other than those purchased from The Poppleton Centre Bar.

STORAGE

No equipment or materials may be stored on the premises prior to or after the hire period without The Centre Manager's permission.

DATA PROTECTION

Hirers consent to their contact details being held on The Poppleton Centre Database.

BOOKINGS and CANCELLATION

Bookings are provisional until confirmed in writing via our booking form or by email – 50% deposit is payable in advance. All bookings are at the discretion of The Poppleton Centre.

Cancellations are subject to the following terms -

21 days prior to event = No Charge

21 – 7 days = 50% Charge

7 days or less = 100% Charge

Where possible we re-book rooms in whole or part to negate any cancellation charges.

There is a minimum room hire period of three hours.

The Daily Hire Rate Period is 9am-4pm

Evening Hire Rate Period is 4pm-11pm

Hirers should allow for sufficient set up time when making a booking.

Hirers must confirm that the information on the Booking Confirmation is correct at the time of issue and any alterations should be made as soon as possible.

Hirers must lock rooms after use or when left unattended.

Hirers agree to indemnify the Trustees in the event of any loss or damage to the premises or contents and against any claim for damages being made for bodily injury or damage to property arising out of their use of the premises. It is the responsibility of the Hirer to ensure that any mess, including that resulting from the provision of catering is fully cleared up.

Where possible The Poppleton Centre staff will set up the room to the specification of the Hirer. However, this may not be possible for evening and weekend bookings. If no instruction is received from the Hirer then rooms will not be set up.

RECORDED MUSIC LICENCE

It is the responsibility of any independent user group using recorded music in its activities to check if it requires a licence from Phonographic Performances Ltd. (PPL) and if so, to obtain one.

BETTING, GAMING & LOTTERIES

Nothing shall be in contravention of the law relating to betting, gaming and lotteries. The persons responsible for functions held in the Centre shall ensure that the requirements of the relevant legislation are strictly observed.

THE CENTRE LIABILITY

The Poppleton Centre cannot be held responsible for any loss, damage or theft of property and effects of persons using the Centre.

SUPERVISION

1. The hirer or person in charge must be over 18 and shall be on the premises for the entire period of hire or duration of activity. The person in charge should not be engaged in any activity that prevents them from exercising effective supervision. When the premises or any part of them are used for the purpose of public entertainment, there shall be a minimum of two persons, neither of them less than 18 years of age, on duty.

2. All persons in charge or on duty shall have been informed of the procedure for evacuation of the premises and shall be familiar with the fire fighting equipment available.

3. The Hirer or person in charge must keep an adequate record of those in attendance and be able to account for all their participants in the event of an evacuation.

NUISANCE

1. Litter shall not be left in or about the Centre premises.

2. Hirers and organisers of events are responsible for ensuring that the noise level of their functions does not interfere with other activities within the building nor causes inconvenience to the occupiers of nearby houses and property. The permitted hours that the premises may be used for entertainment are:

Monday – Thursday 9am – 11pm

Friday – Saturday 9am – 12.30am

EVENING & WEEKEND BOOKING

It is the responsibility of the Hirer to collect keys to the building during office hours the week prior to booking. The office is open 9am – 5pm Monday–Thursday. A bond of £50 will be required for the keys

Keys must be returned promptly to The Poppleton Centre reception, and as long as no damage has occurred to The Centre as a result of the booking the bond will be returned.

The Hirer must ensure that the building is adequately secured and that the lights are turned off before leaving.

STAFF EMERGENCY NUMBERS

Staff telephone numbers at the entrance to the building are provided for emergency use only. We reserve the right to charge a £25 call out fee for a key holder having to attend the building. If you call any number we will endeavour to sort out minor problems over the phone, however, please remember that staff are being called outside their normal working hours and do not provide a general customer service line.