



Room Booking Terms & Conditions

In order to make a reservation, the booking form should be completed and returned to the Bookings Manager. A deposit is required to confirm the date and time and this may be withheld if the building is left untidy, damage is caused, or the booking is cancelled without allowing 5-days' notice. All damages, stains or removal of equipment will be chargeable on top of the refundable deposit.

Please leave the building as you find it

- Kitchen area:
 - Users are welcome to use the kitchen and facilities therein though this may not be exclusive if both rooms are in use
 - **DO NOT** place large pots on worktops or the cooker and, when placed on the floor, please ensure suitable protective mats/thick cardboard is placed underneath the pots to protect the floor
 - Consider bringing your own cleaning equipment, kitchen towels etc. Tea towels are not provided
 - It is the hirers responsibility to ensure that outside caterers are in possession of the necessary hygiene certificates and public liability insurance cover
- Main Hall:
 - Maximum capacity: 100
 - Tables and chairs are available for use but please ensure that furniture is carefully moved to avoid marking the floor
 - Children using the stage must be supervised at all times
 - An audio visual system is available for use; please enquire when booking as a deposit may be payable in advance
- Green Room:
 - Maximum capacity: 30
 - No hot food allowed in the carpeted meeting room
- General:
 - **PLEASE DO NOT** use Blu Tack or tape of any kind to adhere posters etc. to the walls as this damages the decorations
 - No outside equipment / machinery can be brought in without agreement from the Centre Manager. ALL electrical equipment must be PAT tested and safe to use
 - Cars are parked at owners risk
 - No smoking is permitted anywhere in the building
 - Alcohol must NOT be sold on the premises
- **ALL WASTE MUST BE TAKEN AWAY** as we do not have the facility to dispose of any waste at the Centre.

Upper Commercial Street, Batley, WF17 5DH. Registered Charity No: 209180

Tel: 07726 771936 Email: batleyccbookings@gmail.com

Web: <https://www.batleycommunitycentre.org.uk/>

Bank account name: Batley Community Centre, Account no: 00113232 Sort code: 30-90-57

Centre Policies

Safeguarding

Batley Community Centre [*"The Centre"*] will not tolerate the abuse of adults or children in any form and is committed to safeguarding all vulnerable people with care and support needs from harm when engaging with any activities which are run and organised from time-to-time by groups and individuals when hiring our rooms and facilities at Upper Commercial Street, Batley.

To this end, the Trustees have issued Safeguarding Policies for adults and children. An extract of each policy are on both notice boards. A full copy is available from the Caretaker or Bookings Manager.

If your group/organisation have their own Safeguarding Policies & Procedures in place, then those take precedence over our policy and procedures.

Health & Safety

A full copy of the Health & Safety Policy is on the notice board

- It is the responsibility of Centre Users to prepare their own risk assessments and we request that you give copies of these to the Trustees
- The accident, incident, near miss reporting folder is in the labelled kitchen cupboard; please inform Centre staff of any event asap
- The first aid box is situated in the labelled kitchen cupboard
- **Please note the fire safety procedure and exits**, ensuring that a register of attendees is kept by the designated lead person in case of a fire; this person is responsible for safely escorting people out of the building
- PLEASE NOTE: CCTV cameras, both inside and outside the building, are recording 24 hours/day for your personal safety and security



**Thank you for booking with us, by doing so you are helping to keep a volunteer led community building open.
We look forward to seeing you again soon.**

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