**Hire of the Community Centre for Clubs, Groups and individuals**

**Charges and conditions of hire (1December 2018)**

**The Monk Fryston and Hillam Community Centre**

Hirers may not be aware that the Community Centre, Playground, Car Park and other facilities are owned by the Monk Fryston and Hillam Community Association which is a registered charity. The Community Association was established by residents in 1968 to raise the funds to provide the facilities and continues to be funded, managed, operated and developed by volunteers.

We would like to thank you for choosing to hire the Centre as your fees contribute towards its running costs and upkeep. We would request that you take care of the Centre whilst using it and leave it clean and tidy in readiness for the next user. If you do break or damage something please let us know so we don’t let another hirer down.

We are always interested in receiving feedback about the Community Centre’s facilities so please don’t hesitate to let us have your views. If you feel you would like to help the Community Association in its continual quest to improve the facilities for the Village residents and visitors please get in touch. It can be fun raising money with other likeminded people.

**Please note – the Community Centre is a voluntary managed community facility and does not have a caretaker, therefore the Community Association rely upon all users to play their part in ensuring it is left in a condition they would want to find it. We hope everyone would treat it as their own home. If for some reason the Centre is not as clean as you would have hoped when you arrive please inform us so we can investigate the matter with the previous user. However, we would also point out that ‘two wrongs do not make a right’ and would ask you as a member of our Community to leave the Centre in the manner you would have hoped to find it.**

**Thank you.**

**Hire charges for Clubs, Groups and individuals** (not for parties).

1. The Hire period will be determined by individual requirements and charged at the following rates:-
	1. Main Hall – to include the Kitchen and Conservatory - £10 per hour
	2. Meeting Room – to include the Disabled Toilet and use of the Tea making facilities - £10 per hour
	3. The whole Community Centre - £15 per hour
2. Minimum length of hire 1 hr
3. All hirers to have 30 minutes before to set up and 30 minutes afterward to clear and clean the Centre, which should be left as it is found, and which will be charged for.
4. Hire of the Centre includes use of all the equipment which is not locked away but does not include food which is stored on the premises and belongs to specific groups.
5. Notification of the cancellation of a booking must be made a minimum of 7 days prior to the booking otherwise the full booking fee is payable.
6. Please note the Community Centre has been designed to permit simultaneous use by 2 groups so please do not be alarmed if another group is using the other facilities whilst you are using the Centre.
7. The Hirer should ensure compliance with the **specific and general conditions of hire with particular note of:-**
	1. Entertainment and Music is not permitted after 11pm
	2. The Community Centre grounds must not be used after 11pm except for departure
	3. Attendees should leave the centre in a quiet and considerate manner and take care not to disturb the surrounding neighbours.
	4. We encourage all Users to recycle as much rubbish as possible by using the recycling bins at the Community Centre but empty Bottles should not be put into the recycling bins after 11pm; Hirers should return and deposit empty bottles in the recycling bins after 8am the following day.
	5. When clearing up particular attention should be taken to ensure all parts of the Centre are cleaned including kitchen and toilets and all bins emptied.
	6. All furniture and equipment should be cleaned and returned to its original positions.
	7. Any damage must be reported

**Our General and specific Terms and Conditions of Use are applicable and are available on request and on our website www.mfhcc.com By confirming you wish to hire and reserve the Community Centre you are deemed to have accepted the terms and conditions of use**