



THE R J WESTON DUFFIELD CHARITY

Registered no 518547

The Weston Centre, Tamworth Street, Duffield, Belper, DE56 4ER

www.westoncentre.org.uk

Name: _____

Organisation: _____

Address: _____

Telephone: _____ Mobile: _____

Email: _____

Date(s): _____

Time (from / to): _____

Purpose: _____

Facilities requested: _____

TERMS AND CONDITIONS

1. Parking is limited to FIVE parking bays. Standard maximum capacity is 60 persons. Capacity up to 100 persons is possible, but must be agreed in advance with the Bookings Secretary, and you need to be aware of, and comply with, additional fire precautions. Alcohol is permitted, but is not to be sold. Smoking is prohibited.
2. Hirers should make themselves aware of the FIRE notices and the PREMISES licence. The water stop cock is in the toilet on the left as you enter the premises. The temperature can be adjusted by changing the thermostat; please return it to 19° when you depart.
3. Children should not play in the car park or the kitchen. Hirers are responsible for providing adequate supervision: the charity accepts no liability for accidents. However, all accidents must be recorded in the Accident Book (see notice in hall), and reported to the Bookings Secretary.
4. The hire DOES NOT INCLUDE use of the dishwasher. If use of the cooker or the microwave is required, this must be discussed with the Bookings Secretary in advance. If use is agreed, the following rules apply: (a) the main switch of the oven must never be turned off, (b) the extractor fan must be used during cooking, (c) the hirer is responsible for cleaning appliances after use, including oven sheets and microwave plates. Deep fat frying is not allowed under any circumstances.
5. Hirers are responsible for damage to the premises and damage to or loss of the contents. Any breakages or faults should be reported to the Bookings Secretary immediately.
6. No pets are allowed in the Centre except for guide dogs. Stiletto heels should not be worn.
7. On departure, the Centre should be left clean and tidy throughout, this includes the toilet area. The necessary tools will be found in the storeroom or in the toilet area. Tables and chairs should be returned according to the plan displayed in the hall. ALL RUBBISH MUST BE TAKEN AWAY. All outside doors should be locked and lights switched off.
8. As the Centre is in a residential area, hirers are requested to reduce noise after 11.00 pm and vacate the premises by 11.30 pm.
9. Cheques should be made payable to 'The R J Weston Duffield Charity'.

I accept these terms and conditions and apply for the use of the Weston Centre for the date(s) and times noted above, I will not/will wish to use the kitchen cooking facilities. I understand that the maximum capacity is 60, unless specifically agreed otherwise.

Signed _____

Date _____