



THE R J WESTON DUFFIELD CHARITY

Registered no 518547

The Weston Centre, Tamworth Street, Duffield, Belper, DE56 4ER
www.westoncentre.org.uk

IMPORTANT INFORMATION FOR HIRERS

Thank you for booking the Weston Centre. This building is used primarily as a facility for elderly people and is run as a Charity by volunteers, and your co-operation with the following guidelines would be appreciated both to assist with the services we provide and for the benefit of other hirers.

1. Parking is limited to FIVE parking bays.
2. 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.
3. Alcohol is permitted, but is not to be sold.
4. Smoking is prohibited.
5. Hirers should make themselves aware of the FIRE notices and the PREMISES licence.
6. The water stop-cock is in the toilet on the left as you enter the premises.
7. The temperature can be adjusted by changing the thermostat (on the right as you exit from the hall); please return it to 19° when you depart.
8. Children should not play in the car park or the kitchen. Hirers are responsible for providing adequate supervision.
9. 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.
10. Hirers may use the kitchen for making drinks and simple (non-cooking) catering. Any drink and food supplies in the kitchen are for our own use and must not be used by hirers.
11. If the use of the cooker or the microwave is required, this must be agreed with the Bookings Secretary in advance. If use is agreed, the following apply: (a) the main oven switch 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. The hire does not include the use of the dishwasher. Deep fat frying is not allowed under any circumstances.
12. Hirers are responsible for damage to the premises and damage to or loss of contents. Any breakages or faults should be reported to the Bookings Secretary immediately.
13. No pets are allowed in the Centre except for guide dogs.
14. Stiletto heels should not be worn.
15. DO NOT ATTACH ANYTHING to the walls, windows or doors.
16. 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.
17. Ensure that all lights are switched off, and outside doors are securely locked.
18. If you use the key from the key safe, remember to return it to the safe, lock the safe, and scramble the code.
19. If you have not prepaid for the hiring, and unless other arrangements have been agreed, please leave your payment in an envelope in the post box in the front entrance door, (envelopes are available in the box in the kitchen cupboard under the serving hatch). Cheques should be made payable to 'The R J Weston Duffield Charity'.

Thank you for your help.

Bookings Secretary:
Telephone:
Email:

Sue Davies
07827 676460
hallhire@westoncentre.org.uk