

CHESTERFORDS COMMUNITY CENTRE

Do's and Don't's

1. **Smoking** – Smoking is not permitted inside the Centre.
2. **Dry-Ice/Smoke Generating Equipment** – This equipment is not to be used in any part of the Centre.
3. **Moveable Electrical Appliances** – No moveable electrical appliances are to be brought into and used in the Centre.
4. **Infringement of Copyright/Gramophone Records and Performance** – Hirers are to ensure they have the appropriate permission/licence prior to any public performance of any material protected by copyright.
5. **Broadcasting and Film Rights** – Hirers may not grant broadcast or film rights to third parties without written consent of the Mangement Committee.
6. **Photographs and Video Recordings** – Permission of the Manager is required before photographs are taken for professional use or video equipment is used.
7. **Advertising** – Approval from the Manager is required prior to any event taking place at the Hall being advertised or publicised.
8. **Catering** – The hirer must not breach the provisions of the Food Safety Act 1999.
9. **Consumption of Alcohol** – A Licence is required before the sale or consumption of Alcohol at the Centre. Licences should terminate no later than 11.30 pm on Fridays and Saturdays and 11 pm on other weekdays and Sundays.
10. **Gambling** – Sweepstakes, raffles and other lotteries may be held at the Centre if permitted by Law and the promoter is registered by Law if required.
11. **Changing Facilities** – Entrance to the changing facilities is by the back door only. Soiled, studded and spike shoes shall be removed before entering the Centre.
12. **Main Hall** – Stiletto heels and black soled sports wear footwear is not to be worn in the Mail Hall.
13. **Health and Safety** – Hirers should comply with Health and Safety Regulations covering the Hall.
14. **Candles** – The burning of candles and incense sticks is not permitted inside the Centre.
15. **Vacation of Premises:-**
 - ◆ Leave Centre in a clean and tidy state.
 - ◆ Shut all windows.
 - ◆ Turn off the lights.
 - ◆ Set the alarm.
 - ◆ Lock the door.
 - ◆ Leave quietly
 - ◆ Return keys if appropriate