

King's Lynn Community Centre hiring information



South Lynn community centre

10 St Michael's Road,
King's Lynn, Norfolk PE30 5HE
southlynncc@west-norfolk.gov.uk
Tel: 01553 763620
www.west-norfolk.gov.uk/slcc



Fairstead community centre

Centrepoint, Fairstead Estate,
King's Lynn, Norfolk PE30 4SR
fairsteadcc@west-norfolk.gov.uk
Tel: 01553 763620
www.west-norfolk.gov.uk/fcc

Borough Council of
**King's Lynn &
West Norfolk**



Booking Terms & Conditions

1. Bookings can only be confirmed once a booking form is received (for casual bookings, a £50 security deposit is required upon booking and full payment must be received 14 days prior to the event).
2. You will only be able to access the facility during the times stated on your booking form unless prior arrangement with centre management has been made. Any extra time will be charged at an additional hourly rate. Please make sure you take this into consideration when completing your booking form.
3. The Borough Council reserves the right to refuse any application for use of the building.
4. Both centres are located within housing neighbourhoods. The hirer is responsible for the activities taking place during their booking and must ensure participants do not undertake any activity which may be deemed as anti-social. Anti-social behaviour will not be tolerated in the facilities, it's grounds or surrounding areas.
5. The Borough Council reserves the right to cancel or stop any booking if necessary.
6. Where equipment not belonging to the council is used (for example, bouncy castles), the hirer must supply full risk assessments and any other documentation as requested. It is the hirers responsibility to ensure equipment does not damage the flooring or any other article within the facility and it's grounds. All equipment must be removed from the facility after the booking unless agreed otherwise by centre management. The Borough Council reserves the right to refuse use of equipment as they see fit.
7. It is the hirers responsibility to ensure the booked area is left clean, tidy and damage free after the booking. The hirer will be responsible for the full rectification of any damage caused during the booking period and invoiced as such. For casual bookings, the security deposit of £50 will be kept to the value of the damage caused and if damage exceeds this amount, the hirer will be invoiced accordingly.
8. The hirer must indemnify the Borough Council of any claims arising from the booking.
9. Flammable / dangerous materials or weapons are not allowed on site.
- 10. Where alcohol is present, door security must be provided. This will be arranged by centre management at an additional cost to the hirer. The hirer must also take steps to ensure alcohol is not consumed by anyone under the age of 18 years.**
- 11. If you wished to hire a bar for your booking, the licensed bar holder for sale of alcohol within the centres is Premier Bars. This service must be arranged by the hirer on an individual basis with Premier Bars.**
- 12. If alcohol is present at any point during a booking, and this has not been stipulated on the booking form, we will contact a security firm to see if they are available to attend at the bookers expense, but, if unavailable, the booking will cease immediately and no refund of paid monies will be given.**
13. Please be aware the centre operates a cancellation policy for all bookings:
 - If you cancel 3 months prior to the booking, 20% of the total booking fee will be charged.
 - Cancellations received 15 days to one calendar month prior to the booking will incur a 50% charge of the total booking fee.
 - If the cancellation is received within 14 days or less of the event, the full booking fee will be applied.

- In addition to this, all casual bookings cancelling within 3 months of the event will not receive their £50 security deposit back.
14. We reserve the right to move your booking to an alternative room where necessary.
 15. Any electrical equipment that is used on site and is not the property of the BCKLWN must have a current PAT testing certificate that must be available upon request.
 16. Music is not permitted outside the following times:
 - 8am - 11pm (Monday - Thursday)
 - 8am - midnight (Friday & Saturday)
 - 9am - 11pm (Sunday)

If you have any queries, please do not hesitate to contact us on 01553 763620.

Emergency Procedures

- All organisations / bookers should have a designated competent individual to lead in the event of an emergency and deal with the evacuation and control of the group they are responsible for.

Fire:

- The centres have both smoke and heat sensors throughout. In addition to this there are break glass points situated throughout for manual activation.
- In the event of a fire, these sensors will activate the fire alarm or an individual can press one of the nearest break glass points to activate the alarm system.
- As we are connected directly to an alarm monitoring company, if the activation is before 7am or after 7pm the fire brigade will automatically attend site. If the activation is between the hours of 7am and 7pm, the fire brigade will not automatically attend, and you will need to call the emergency services on 999 and request the fire brigade to attend. The fire brigade will only attend if there is signs of smoke,

fire or someone is entrapped. In the event of the alarm being triggered manually, if there is a genuine risk of fire, you must call the fire service as a back up to the automatic response.

- A designated individual (appointed by the hirer) should evacuate the centre of all related group members through the nearest fire exit, call the emergency services (999) and ensure they assemble at the fire assembly point:
 - South Lynn Community Centre - Community side card park Roadside garden area
 - Fairstead Community Centre - Doorstep Green play area
- Upon exiting the building, ensure where possible, all fire and entrance doors are shut.
- The designated individual should meet the fire brigade and follow their instructions from this point on.
- Under no circumstances should anyone re-enter the building until the emergency services have given the go ahead / all clear.

First Aid:

- It is the responsibility of the bookers to consider first aid arrangements.

Gas Leak:

- If at any time during your booking you smell gas, set off the fire alarm and evacuate all group members as per fire evacuation procedure above.
- The designated individual should then contact the following number and highlight the centre name and address given on the first page of this booklet:

National Gas Emergency Service - 0800 111 999

For any general enquiries, or in the event of an emergency, please contact either 01553 763620 (South Lynn Community Centre) or 01553 764888 (Alive St James Pool) who will be able to assist you further.

Set up Options

1. Party

Main Hall: 100 standing maximum
(variable depending on equipment)

2. U Shape (with tables)

Main Hall: 29 maximum (with projector), 35 maximum (without projector)

Meeting Room: 14 maximum

3. U Shape (without tables)

Main Hall: 40 maximum

Meeting Room: 18 maximum

4. Boardroom (with tables)

Main Hall: 30 maximum (with projector), 32 maximum (without projector)

Meeting Room: 20 maximum

5. Boardroom (without tables)

Main Hall: 50 maximum

Meeting Room: 20 maximum

6. Theatre Style

Main Hall: 65 maximum (with projector), 91 maximum (without projector)

Meeting Room: 30 maximum

7. Classroom

Main Hall: 22 maximum

Meeting Room: 16 maximum

8. Cabaret

Main Hall: 22 maximum

Meeting Room: 16 maximum

