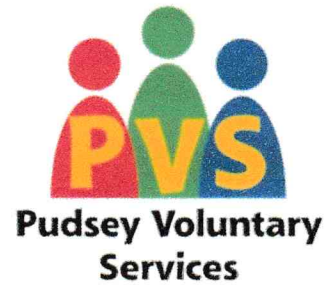


Pudsey House



Pudsey House is a community centre run by Pudsey Voluntary Services (PVS). We want Pudsey House to be the hub of our town centre. It is already home to a wide range of activities provided by members of the public and charity organisations. Our aim is to encourage more local charities and groups to enjoy the facilities, not least because of its location and easy access. Recent and ongoing renovations mean we have created a warm building with modern facilities where people can enjoy activities, meet new people and have a sense of involvement in our community.

Thank you for making a booking at Pudsey House. This booklet gives the conditions of booking and useful information to make your use of the building a good experience. Pudsey House is run by volunteers who need your help to keep the facility in good condition for everyone's benefit.

There is no parking outside, except accessible parking, but there is space to unload after which you need to park in one of the local free car parks. Access for wheelchair users or those with limited mobility is only possible to the ground floor.

The Upstairs Hall

This is a bright room with a small kitchenette. Tables and 20 chairs are available as standard. Additional chairs are available on request. There is a toilet on this floor. Please note due to the age of the building there is no lift available.



The Downstairs Hall

This is an attractive room that has access to a fully equipped kitchen, the use of which is included in the hire charges. Entrance is via the porch door. Tables and chairs can be arranged in any way to suit, with 60 red chairs available for your use. More are available on request.

The toilets, including an accessible toilet, are to the left of the kitchen. You may not have exclusive use of the toilets depending on the time of day and whether anyone else is using the premises. This may have implications for users involving children, in which case appropriate arrangements must be made by you.

The kitchen

There is one sink for handwashing only. For safety, do not allow any children under the age of 12 to be in the kitchen. Anything used should be cleaned and put away after you have finished and all surfaces wiped down using the products provided.

The fridge is at your disposal but please remember to remove everything when you leave.

A fire blanket and fire extinguisher are in the kitchen but take sensible precautions to prevent risk of fire.

Heating

The heating is controlled by a timer and thermostat which should be set a 10⁰c on arrival. You may turn it to a maximum of 20⁰c but please return it to 10⁰c when you leave. Windows can be opened but make sure you close them afterwards. Generally opening the Downstairs Hall windows and entrance door should be kept to a minimum, especially if the activity is noisy. Please don't prop the outside doors open in cold weather.

Conditions of booking

- The hirer (or their representative) must be present during the period of hire and ensure that the terms and conditions are observed.
- The hirer shall, during the period of hiring, be responsible for: supervision of the premises, the fabric and contents; their care, safety from damage however slight or change of any sort; the behaviour of all persons using the building.
- Bookings relate to specific rooms and dates hired. Hire period must be long enough to allow for setting up and putting away or dismantling any furniture or equipment. A period of 30 minutes is included at the beginning and end of your hire. Should you require more this needs to be booked and paid for.
- 50% of the hire charge is payable on booking and the balance two weeks before the date of hire.
- A refundable deposit of at least £30 per booking will be charged for all bookings.
- Payment can be made by cash, cheque or bank transfer.
- The hirer must make themselves, and any individuals using the premises as part of their hire, aware of emergency exits and fire alarm procedures.
- When setting up the room do not block the fire exits



and make sure there is a clear path to them.

- No smoking is allowed anywhere in Pudsey House, this includes e cigarettes.
- Candles and naked flames are not allowed.
- The hirer shall make good or pay for all damage to the premises or to the fixtures, fittings or contents and for loss of contents.
- It is the responsibility of the hirer to ensure adequate insurances are in place for any activities undertaken during the hire of Pudsey House.



- There are no PRS or PPL licenses allowing the use of live and recorded music.
- Pudsey House does not have any licenses to cover the showing of films. A license to view a film is almost always needed even when it's a private event. PVS will assume anyone doing so is aware of this requirement and has obtained the necessary licence from the film distributor.
- You are responsible for safeguarding of children or vulnerable adults whilst using the building.
- Be responsible in your use of the building. Care must be taken not to make excess noise after 9pm. A finishing time of 11pm must not be exceeded.

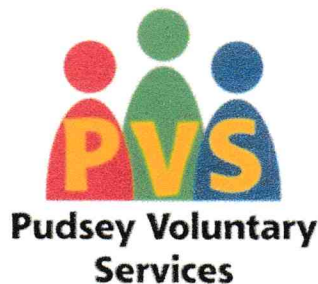
- Respect other users by leaving it as you would wish to find it.
- Leave everything clean and tidy—this applies everywhere but especially in the kitchen and toilets. It is an obligation to sweep up, remove any debris, mop up etc. Brushes, mops etc. are in the cupboard in the kitchen. These must not be used in the toilets. Equipment for these are in the downstairs toilet area. Flush all toilets before leaving. **All tables to be wiped down before putting them away.**
- **Take all waste home with you. There is no collection service for Pudsey House. You will be charged if there is rubbish to be disposed of.**
- For safety and cost reasons please switch off all electrical appliances and water taps before you leave.
- No additional heating appliances are allowed.
- Any personal electrical items e.g. music players, sound systems, laptops etc, will need to have a valid PAT test certificate if over a year old. This will be checked before the date of the hire at a mutually convenient time.
- Do not use the facilities for charging mobile phones.
- Users are expected to set up tables and chairs as required and return them to the appropriate area after use. Please do not drag furniture across the floor as this causes damage.



- Chairs are to be neatly stacked, no more than 4 high, for safety reasons.
- Due to the height of the ceilings no bouncy castles are allowed.
- Groups using the premises on a regular basis may be given access to a cupboard to store equipment. These need to be managed responsibly and used only to store essential equipment. Our insurance will not cover any loss from these. Groups will also need to sign a new contract annually.
- Lost property is not the responsibility of PVS.
- Please leave the building secure if you are the last to leave.

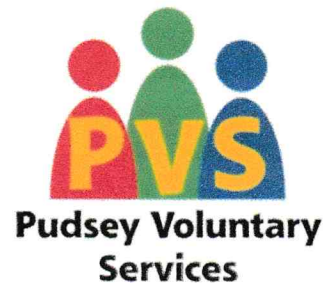
Charges £ **per hour or session.**

Payable on _____



Feedback

We hope you enjoy the facilities at Pudsey House. We are always interested in feedback and your experience, positive or critical. Please share this with the Committee in writing to :-



Pudsey House Email: admin@pudseyhouse.org.uk
Market Place www.pudseyhouse.org.uk
Pudsey
LS28 7BE

Emergency Contacts

Fire, Police or medical emergencies. Dial 999 if necessary.
Dial 101 for non emergency contact with the Police.

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I agree to the terms and conditions

Signed _____ Date _____

Primary contact (key holder) name and address

Email _____

Tel _____

Secondary contact _____ Tel _____

Organisation _____

Booking date and time _____

Use of booking _____