

PICCADILLY COMMUNITY CENTRE

Piccadilly Community Association
Charitable Incorporated Organisation

HIRE PACK

2022/2023



V5

Registered Charity Number 1198303

Piccadilly Community Centre C.I.O.

MOBILE 07532 093743 www.piccadilly-cc.co.uk

Perryman Drive
Off Trinity Road
Piccadilly
Tamworth
B78 2PD

Thank you for considering our venue for your event.

Our room is often used for parties, social events and to hold meetings,
To a maximum capacity of 75 persons.

The room is approximately 23ft x 34ft (7m x 10m) offering a useable
space of approximately 782 sq ft (70 sq m)

When booking the room with us you will have to follow and agree to the
Terms and Conditions enclosed in this pack.

If you wish to look over our centre please do so by contacting the
committee via email: piccadillycc1988@gmail.com, or 07532093743

We look forward to your booking.

Best Wishes

Piccadilly Community Association C.I.O.
Managing Piccadilly Community Centre

TERMS & CONDITIONS

Please read carefully the following Terms and Conditions before signing your booking form. Signing our booking form means you agree to these terms and conditions.

BOOKINGS

A booking form must be completed for all bookings, including ongoing and one off bookings. Dates will not be confirmed until a form is complete (and a deposit paid see below)

A NON REFUNDABLE deposit is required for all bookings to secure and confirm date(s).

This deposit can be made either in cash or by cheque made out to Piccadilly Community Association C.I.O. on booking. Failure to do so may result in cancellation of your booking.

The final balance must be paid one week before the event, failure to do so will result in cancellation of your booking.

PAYMENT

Payments should be made to the treasurer contacted on **07532 093743**

Cash if preferable

Cheques to be made out to **Piccadilly Community Association C.I.O.**

Ongoing hirers, invoices are issued and payments to PCA are to be made within 28 days.

If your invoice has not been settled within the 28 days period other steps maybe taken to recover the amount owed.

In such circumstance, PCA reserves the right to charge an interest of 8% above the Bank of England base rate and an administration charge of £25.00.

COMMUNITY GROUPS & CHARITABLE EVENTS

Hirers using the centre to host a charitable event may be eligible to a concessionary booking rate. Please contact the P.C.A. via letter, email or telephone to discuss this.

GENERAL

Hirers must be at least 18 years of age.

Hirers may only book the centre from 9am to 10.30pm

Hirers are expected to begin and end their function at the time agreed on the booking form, which includes setting up and cleaning. Hirers will be charged for any extra time used for setting up or cleaning up.

Hirers must leave the premises in the way they were found, including cleaning up all spillages and accidents, sweeping the floor, **bagging up the rubbish and any leftover food taking it home.**

Hirers must adhere to noise levels and behaviour both during the function, entering and leaving the building

No Bouncy Castles will be permitted in the centre without a liability licence.

No Bouncy Castle will be permitted on the Sports Field without the expressed permission of North Warwickshire Borough Council who will also need to see the liability licence.

CLEANING

We ask our hirers to follow these guidelines

All chairs are to be stacked on the back wall by the main doors to the room

Make sure all tables have been wiped clean and stacked on the back wall .

Please make sure you take into account all setting up and cleaning times in consideration when booking your period of time of hiring.

Any spillages on the floor must be mopped up (*Mop buckets and mops brushes are in the tall cupboard in the kitchen area.*)

All rubbish must be taken home with you.

All surfaces in the kitchen should be wiped down

All floors must be swept.

SAFETY

Hirers are solely responsible for their event as well as the safety and wellbeing of those attending it.

Hirers must ensure that they are aware of and implement our Fire Safety Policy and Health and Safety Policy available upon request.

Hirers are responsible to keep a register in line with our Fire Safety Policy.

All fire exits must be kept clear and unobstructed at all times.

No smoking or E cigarettes are allowed in the centre.

Hirers must ensure that an adult supervises all the children attending their function at all times.

Piccadilly Community Association will not be held responsible for lost/stolen property or equipment bought or left on the premises. Users must ensure their equipment is appropriately insured.

RESPONSIBILITIES

Piccadilly Community Centre is situated near a residential area. Any disturbances from centre hirers will be treated seriously.

It is your responsibility to ensure your guests stay within the centre and do not cause any disturbances on Perryman Drive.

WHEN LEAVING PLEASE CLOSE ANY WINDOWS AND FIRE EXIT DOORS AND ENSURE THAT YOUR GUESTS LEAVE THE COMMUNITY CENTRE QUIETLY

ALCOHOL

Hirers are allowed to bring their own alcoholic drinks to their function but are not allowed to sell it.

The centre has a licensed bar and the hirer can request this on the booking form.

FOOD & DRINK

Hirers are welcome to bring their own food for their event

The centre has a fridge, cooker and freezer that can be used by prior notice

Remember to take home any rubbish including unused food and drink.

ACCIDENTS AND SAFETY INCIDENTS

In accordance with the Reporting of Injuries, Disease and Dangerous Occurrences Regulations Act of 1995 (RIDDOR)

Hirers must report to the Committee any accidents or injuries caused to a member of the public as a result of their event or activity.

Any faulty equipment, including electrical equipment, belonging to the PCA or the hirer must report any incident to the committee via email, internet or mobile phone.

Hirers will be asked to report incidents above in the PCA Incident Log Book.

LOST PROPERTY

PCA will not be held responsible for any loss, damage to or theft of property.

Any found items will be placed in the lost property box in the centre.

PICCADILLY COMMUNITY ASSOCIATION C.I.O. POLICIES AND PROCEDURE

FIRE PROCEDURE

IF YOU DISCOVER A FIRE:

1. Immediately operate the nearest the fire alarm.
2. Dial 999 to call fire brigade. (*Piccadilly Community Centre, Perryman Drive, Off Trinity Road, Piccadilly B78 2PD*)
3. Only if safe to do so attack the fire using the appliances provided (*do not take any unnecessary risks*)

ON HEARING THE FIRE ALARM

4. Leave the building by the nearest available exit.
5. Close all internal doors behind you.
6. Report to the assembly point (*the far end of the path by the end house in Colonel Dibley close*)

REMEMBER

Always call the fire brigade on suspicion of a fire

Always use the nearest available exit.

Never stop or go back for personal belongings.

Do not re-enter the building once you have left.

**FIRE ASSEMBLY POINT IS AT THE FAR END OF THE PATH BY THE
END HOUSE IN COLONEL DIBLEY CLOSE.**

COMPLAINTS POLICY

Piccadilly Community Association C.I.O. strives to offer an excellent service to the community and all hirers.

If you feel we could do things better, have an idea or suggestion or need to make a complaint please contact the committee on

Call: 07532 093743

Email: piccadillycc1988@gmail.com

Writing: Piccadilly Community Association C.I.O. 40 Piccadilly Crescent, Piccadilly, Tamworth B78 2WL

To speak to us directly call the mobile number Wednesday or Thursday 10am to 4pm

Filling out a feedback form available at the end of the pack or on our website

www.piccadilly-cc.co.uk

Leaving a note in our suggestion box in reception

In the first instance all complaints will go to the chair of the committee, If the complaint has not been delt with to the satisfaction of those parties the whole complaint will be passed an independent member of the P.C.A.

Piccadilly Community Association aims to respond to all written complaints within 28 days. Complaints will be place in the complaints file in the centre. After a complaint has been resolved the final outcome will also be placed on file.

EQUAL OPPORTUNITIES

Piccadilly Community Association welcomes people of all ages and backgrounds and wishes to host a diverse range of activities and events. However all hirers must comply with the Equality Act of 2010 ensuring our community centre is open to everyone regardless of gender, sexual orientation, nationality, age, disability, race and political/religious affiliations.

SAFEGUARDING CHILDREN AND VULNERABLE PEOPLE

It is the responsibility of the hirer to ensure that all activities/events involving children or vulnerable adults comply with the Children Act 2004.

All activities/events must comply with PCA's following policies: Safeguarding children, Safeguarding Vulnerable Adults. These policies can be made available to hirers on request.

It is the responsibility of hirers to ensure that they have met their DBS (Disclosure and Barring Service) obligations if working with children and vulnerable adults.

FEEDBACK

YOU CAN REMAIN ANONYMOUS, HOWEVER IF YOU ARE MAKING A COMPLAINT THEN RELEVANT CONTACT DETAILS ARE REQUIRED PRIOR TO ANY ACTION. REMEMBER TO INCLUDE THE DATE OF YOUR EVENT.

COMMENTS.

NEXT

PLACE IN THE BOX PROVIDED OR USE THE DETAILS PROVIDED ON PAGE 1 OF YOUR HIRE PACK.

THANK YOU.