

WALTERTON AND ELGIN COMMUNITY HOMES
WECH COMMUNITY CENTRE
SELBOURNE HOUSE

36A ELGIN AVENUE, LONDON W9 3AZ

TERMS AND CONDITIONS OF USE

1. All users and hirers of the WECH Community Centre are required to observe the following terms and conditions of use.
2. 1. A competent person shall be responsible for ensuring that only such sections of the Centre as stated are used for the agreed purpose and no other and for maintaining good order benefitting WECH property.
- 3.
4. 2. The sale and/or consumption of alcoholic beverages is NOT permitted.
- 5.
6. 3. The use of amplifiers, music systems or sound systems is NOT permitted.
- 7.
8. 4. The Centre is divided into 3 Rooms and Persons attending events and activities at the Centre shall be limited to a maximum of 85 for the entire room. For Room 1 – limited to 25 persons only; Rooms 2 and 3 limited to 30 persons only for each room.
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10. 5. The Centre will only be available for use between the hours agreed and must be vacated by the times as stated.
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12. 6. Unless previously and specifically agreed with WECH, all meetings, events or functions at the Centre must finish by 9.00pm prompt and all users clear of the Hall.
- 13.
14. 7. Users of the Centre must be aware of the location of the premises and be considerate of residents who reside upstairs at all times.
- 15.
16. 8. Activities must be contained within the Centre at all times.
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18. 9. All areas used must be left tidy after use. Furniture and other effects must be returned to their recognised storage places.
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20. 10. Users will be held responsible for any damage to the Centre and its contents caused wilfully and through neglect.
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22. 11. The small kitchen must be left clean and tidy after use. The use of the big Kitchen in Room 1 is only with permission.
- 23.
24. 12. Notices, charts, and other display materials must NOT be affixed to walls, doors, or other surfaces. Users should supply their own display facilities, but all display materials

must be removed after each session. Outside posters may only be fixed after prior consultation with and approval from WECH.

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26. The kitchen must be left clean and tidy after use. The use of the big Kitchen is **NOT** permitted.

27. Notices, charts and other display materials must **NOT** be affixed to walls, doors or other surfaces. Users or should supply their own display facilities but all display materials must be removed after each session. Outside posters may only be fixed after prior consultation with and approval from WECH.

28. No equipment, materials, foodstuffs, etc. are to be left on the premises without the express permission of WECH, and in such cases, must be stored properly in designated placed.

29. All lights, fires and other appliances must be switched off after each session and users must ensure that all doors and windows are properly secured after each session and before leaving the premises.

30. All keys must be returned to the authorised key holder/Security Office immediately after use. Keys must not be loaned or duplicated.

31. All exits and passageways must be kept clear of obstructions at all times. Users are responsible for the safety of their patrons.

32. WECH reserves the right to charge an additional fee for non-compliance with any of these conditions of use or if extra cleaning is required.

33. Public Liability Insurance has been taken out by WECH but users should ensure that they themselves are adequately covered for all risks that might occur through the nature of the function.

34. A deposit of **£50.00** and full payment for the hire of the hall and/or facilities are required at the time of booking. The deposit of **£50.00** will be retained should it be considered that any loss, damage or breach of any of the terms and conditions has occurred.

35. Users are NOT permitted to use the address of the Community Centre or of the WECH office for the receipt of correspondence without the written agreement of the Association.

36. WECH reserves the right to amend these terms and conditions from time to time.

37. Correspondence should be sent to WECH at Selbourne House, 36A Elgin Avenue, London W9 3AZ or email to: admin@wech.org.uk