



Broomhall Centre

Broomspring Lane, Sheffield, S10 2FB

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www.broomhallcentre.org.uk

CONDITIONS OF HIRING THE HALL- ONE OFF EVENTS

About the centre

The Broomhall Centre is a multi-cultural community centre in Broomhall. The centre aims to promote the social, educational and recreational needs of the local community.

As a registered charity (no.510509) the centre is run by a volunteer management committee. Project worker, Sharon Gill manages the day to day running of the centre.

Broomhall is a very busy community centre, used 7 days a week throughout the year. It has a regular weekly timetable and is available for outside bookings by groups and individuals.

The building is owned, insured and supported by Sheffield City Council.

Terms

No sale of alcohol without a drinks license. A committee member must see the license. A 'Temporary Events Notice' (TEN) is available from Sheffield City Council. Tel: 0114 2734264.

The capacity of the hall is 140 persons

The amplifier of any sound system must not exceed 250 watts. All equipment brought for the event must be removed at the end of the booking period.

Drugs must not be brought into the centre.

No loud music to be played after 12 midnight.

Fire Doors and outer doors must be closed at all times to prevent noise in the immediate area. Fire Doors must be left unlocked.

Please ask your guests/visitors to leave quietly to minimise disturbance. The centre is situated in a densely populated residential area.

There is a no smoking policy in the building.

Make sure the building is left clean, tidy and secure.

Turn off all lights and heating before leaving.

Premises must be vacated by 1.00am. No exceptions.

Please respect our neighbours.

COST: Broomhall Residents £100 Non-Locals £125 from 4.30pm – 1.00am

How to book the centre:

You should apply one month in advance to book the centre.

You need to fill in and return a booking form, available from the centre or from the web site, with a £250 deposit to confirm your booking.

You must tell us the hours you will be using the centre including time to set up and clear away.

A few days before your booking, you will need to collect a set of keys, and we will show you how to use the services, and arrange the return of the keys.

When collecting the keys please bring with you two forms of identification, one with a photo and one with an Address, and a signed copy of the terms and conditions..

We will ask you for the full amount of the booking fee before giving you the keys.

Please pay by cheque, made out to: Broomhall Centre.

Your deposit will be returned providing the centre is left clean and tidy (particularly the cooker), nothing is broken there have been no complaints from the neighbours, and the keys have been handed back in. If extra cleaning or repairs are needed we will use the deposit to pay for this.

Cancellations:

If you need to cancel your booking for any reason we need two weeks notice or you may be liable for some costs.

How to use the kitchen

Ask to be shown how to use the cooker.

Do not put any food, fat or oil down any of the sinks.
No food or food preparation in the crèche.

Always check that the gas is turned off when you finish cooking.

Read food preparation and hygiene notice on kitchen wall and follow advice .

Use colour codes for cutting boards in back kitchen.

Red – raw meat

Blue – raw fish

Brown- vegetables

Yellow – cooked meats

Green – fruit and salad

White – dairy products

Clean cooker and kitchen thoroughly when you finish.

Please separate your glass, plastic and tin and put in the recycling bins outside and all other rubbish in the dustbin the back door.

I agree to the above terms and conditions:

Name.....Date.....

We hope your event goes well and thank you for choosing the Broomhall Centre.