

PLEASE RETAIN FOR YOUR INFORMATION

NORTHEAST ABINGDON COMMUNITY ASSOCIATION
NEACA Community Centre, Lindsay Drive, Abingdon. OX14 2RT
Registered Charity Number 278083

The Community Centre is owned and run by the North East Abingdon Community Association, a non-profit making charity, for the use of members and to provide accommodation for meetings and activities for the benefit of local residents. **Please note that NEACA is a member of Pubwatch.**

FACILITIES:

- Main Hall c38 x 28 ft capable of seating 80.
Kitchen Able to serve both the Main Hall and Club Room equipped with basic catering facilities.
Music You may plug your own iPod into our amplifier to provide your own music.
Bar Available by arrangement. You must be **very** clear whether you want a bar.

The Main Hall and kitchen can be hired for £21 per hour or £110 for a Friday or Saturday evening session. You are allowed a free half an hour before **and** after the session for preparation/tidying up/cleaning etc.

BOOKING THE CENTRE:

Applications to book the Community Centre must be made according to the advice on the bookings page of the website.

A returnable deposit must accompany each application as follows: £100 for bookings with the bar. £30 for children's parties and £50 for 12-17 year old parties. **Adult supervision for children's and teenage parties is essential and MUST be provided by the hirer.**

No bookings will be accepted for those over 16 years of age and under 21 other than, at the booking secretary's discretion and in very special circumstances, for **members** who must be present and supervise the whole time and return the keys at the end.

The deposit must be received by the booking secretary within 7 days of your enquiry to confirm your booking. The full hire charge must be paid at the latest 1 week in advance; this is in addition to the deposit.

ALL CHEQUES WILL BE BANKED ON RECEIPT

Keys will be provided by arrangement with the bookings secretary.

NEACA reserve the right to retain all or part of the holding fee following an inspection of the premises after the event. The holding fee or any amount thereof will be refunded 48 hours after the function at the earliest. **NEACA** reserve the right to refuse any application for booking without explanation.

Each hirer is expected to make their arrangements for first aid (although a first aid kit is available behind the bar during bar opening times) and to ensure that their guests/users are familiar with any fire protection/escape arrangements.

NEACA holds only general insurance. Each hirer is expected to have their own specific insurance and to indemnify NEACA for any occurrence or series of occurrences arising from any activity carried out on the premises. Or, by using the children's outdoor play equipment.

By order of the **Vale of White Horse District Council**, the doors to the garden area must not be left open. You risk your function being prematurely stopped if complaints are received from neighbours that this ruling is being breached.

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CONDITIONS OF USE OF THE COMMUNITY CENTRE

The successful and economical operation of the centre depends on care, co-operation and consideration from all its users. In particular we ask users to observe the following:

CLEANLINESS - After a booking please leave the centre as clean and tidy as you would wish to find it. Please mop any spillages immediately, sweep any debris, **wipe dirty tables before** storing, vacuum the carpet (a Henry is available). Please take away all rubbish and recyclable items. Please bring your own sacks. We reserve the right to deduct the cost of cleaning up after untidy users from their deposit. Please **do not** attach or stick anything to the walls, ceiling or windows.

HEATING - The gas fired heating is thermostatically controlled. Please do not alter or tamper with the controls, boiler or radiators and do not use any additional heating appliances. If you have any problems please contact the Bookings Secretary or any other member of the NEACA Executive Committee.

FIRE PRECAUTIONS - You are responsible for fire safety. Please familiarise yourself with the positions of emergency exits and fire extinguishers. In the event of fire the first priority is to evacuate buildings and call the Fire Brigade (phone box at the entrance to the shopping centre car park). Please take every precaution to prevent fire and **do not obstruct the emergency exits, or lock the wrought iron gate at the entrance.**

NOISE AND NUISANCE - Please remember that you are in the middle of a residential area, and take care not to create any unnecessary noise or cause disturbance to our neighbours, particularly when leaving the in the late evening. Please keep all rear doors closed for the duration of your function.

LICENCES - The centre is licensed for public entertainment and bar facilities and as **such no alcohol is permitted on the premises other than that purchased from the bar.** Flouting this rule risks loss of your deposit. Wine and champagne can be pre -ordered by arrangement with the Social Club Manager.

STARTING AND FINISHING - Please ensure that the building is vacated promptly at the end of the period booked, that the lights etc. are turned off and that all the windows are closed. It is the responsibility of the hirer to ensure that the centre is securely locked and the keys returned immediately according to the arrangements made with the bookings secretary.

CANCELLATIONS - An administration fee of £10.00 will be charged to any booking cancelled up to two weeks before the event. Cancellations after that date will be charged in full.

DAMAGES AND THEFT - The North East Abingdon Community Association reserves the right to make charges against the hirer for damage, theft or breakages resulting from use of the Community Centre.

ACCESS TO THE PREMISES - Hirers using external caterers, discos or services delivered to the premises are reminded that under no circumstances are vehicles to be driven on the patio area outside the premises and must off load deliveries in the public car park.

If you have any suggestions or complaints about any aspect of the Community Centre, please contact the Bookings Secretary or any member of the NEACA Executive Committee.