

Terms & Conditions for using the Greenwood Centre

The Greenwood Centre is maintained by the Green Street Green Association (CIO), a charity funded by voluntary contributions from the community and fees from hiring the hall. Please treat the premises with care so we can continue to provide this community facility.

- Payment – For ad hoc bookings, a deposit of £50 is required to confirm your booking. The balance should be paid no later than one month before your booked date or immediately if booked within the month. Full payment will be due in advance for any booking unless a cancellation has been received at least one month prior to the date. All payments should be paid by transfer to Green Street Green Association, Account No.62101060 Sort Code 30-99-50, quoting the invoice number and your surname. Deposits will be refunded one week after an ad hoc booking, providing there has been no damage nor breaches of these terms and conditions.
- Decorations – If putting up decorations please only use blu tack (or similar) – **PLEASE DO NOT USE SELLOTAPE, TACKS OR STAPLES**. Any damage caused to the fabric of the hall due to these or other adherents will be deducted from the deposit or added to regular booking fees.
- Parking – There is limited space on-site but plenty of on-street and pay and display parking in the immediate area. The following are essential elements of the hall hire:
 - No waiting or parking is to take place on the forecourt footpath area from the driveway entrance up to the front door.**
 - There is space for two cars to park in line with the hall wall (under the clock)**
- Front door – The door is automated and is operated by the push pads on the lefthand walls outside and inside. Please do NOT push or pull the door but allow it to open and close automatically. There is a control panel on the inside wall (to lock open see top LHS two arrows) and a nub lock on the door to secure it when inside. On entering, please wipe your shoes on the mat provided to avoid trailing mud through the property.
- Kitchen – When leaving, please ensure the oven, hood, taps and lights are switched off. All appliances are serviced regularly and instructions for use are in the third drawer, next to the cooker. Please do not waste the paper towels etc which are provided for use to keep the kitchen clean and tidy.
- Toilets – These are checked and cleaned every day. Please use them with consideration and do not waste the toilet paper provided. The taps are operated by sensors and come on automatically. Likewise the hand dryers. The disabled toilet is only for use by those needing the special facilities and for those using the baby changing table.
- Central Heating - Using the temperature gauge in the main hall, you can adjust the amount of heat in the hall by the arrow buttons on the temperature gauge. When leaving, you must put the setting back to the original point (20°C) as shown on the notice below the gauge. Please do not touch, turn off or unplug any other appliance in the Centre.
- Tables and chairs – These are in the storage area off the hall. **Please ensure tables and chairs are clean before storing**, chairs in stacks of 10 or more, long tables in the trolley (6 and 6 side by side) and small tables against the righthand wall, behind the steel cupboard.
- Lights – Remember to switch off all the lights in all rooms before you leave the premises. Also, remember to take all your belongings, as we are not responsible for anything that goes missing.
- Clearing Up – (For parties) Please ensure you remove all rubbish, banners etc, and take them with you, leaving the premises in a clean and tidy condition. If you find any mess or anything broken when you arrive, please report it to the Centre Manager (Tel: 07548 896 331 or via the form attached).
- Leaving – Please ensure you leave by the allocated time (latest 10pm for evening bookings) and that the top lock on the front door is locked. Check that the front windows in the hall are closed (winder on wall in the corner to the left of the windows).
- Keys - For party bookings: Please post keys and the signed form through the letter box after locking up. **Lost keys:** The keys cannot be copied unless authorised as the door has security locks. There will be a charge for supplying duplicate keys as they cost up to £30 to replace.
- Fire Evacuation – There is one fire extinguisher in the foyer, one in the rear room and a fire blanket in the kitchen. In the event of a fire, use the nearest, safe exit – front door or fire exits in kitchen or from the back of the hall. The fire escape route round the rear of the hall is marked with fire exit signs. There are four gates, with the final one out onto the High Street, at the far side of the building next door which is the assembly point. Please advise the Centre Manager at the earliest opportunity: