

**Office Hours:**  
**Monday - Fridays 09.00am – 12.00 Noon**



**FUNCTION ROOMS CONDITIONS OF HIRE**  
**CONDITIONS OF BOOKING, PAYMENT AND CANCELLATION**

**We do not take bookings for standalone halls. Our functions rooms can only be hired with a manned bar. See Licensing General rules below for further information.**

The cost of hiring either the Colebrook Hall or the Towcester Suite is £330.00. £100.00 of which is a deposit, this is returnable after the event if the Terms and Conditions have been adhered to. Full payment must be made at the time of booking. We will contact you after the function with regards to deposit return.

Please advise at time of booking if you are a member.

**The deposit is not returnable if the function is cancelled. If cancelled within 28 days of the proposed function all monies that have been paid will be forfeited.**

There is a minimum booking requirement of 80+ adults for our evening functions.

However, we do now have an option to offer a minimum requirement of 50+ adult guests with reduced members of staff on a Friday night in both halls, and a Saturday night in the Colebrook Hall. This must be arranged at the time of booking your function or the standard minimum 80+ adults requirement will be used.

**Colebrook Hall minimum 80 adults' maximum 130.**  
**Towcester Suite minimum 80 adults' maximum 140.**

**Please note if minimum requirement is not reached on the evening your deposit will be forfeited.**

The Management Committee reserves the right to retain all or part of the deposit if the Conditions of Hire are contravened.

All damages to property and equipment are to be paid for by the hirer. The deposit will also be forfeited. All charges are liable to VAT.

The hirer will be responsible for the conduct of those persons attending the function and **MUST** be in attendance at all times.

We cannot be held responsible for the activities organised and supervised by you whilst using our facilities. It is strongly recommended that you have suitable Public Liability Insurance in place to protect you against legal action for injury or damage to property.

**Towcester Road, Swindon, SN3 4AS**

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**[www.coleviewcommunitycentre.org.uk](http://www.coleviewcommunitycentre.org.uk)**

**VAT Reg. No. 348 5539 22 Charity Reg. No. 265702**



The Centre is only to be used during the period of hire. Extra preparation time maybe hired if available. Do not assume that because a room is vacant, it is not being used at a later stage.

Please note all persons to vacate the Centre promptly at the end of the function.

### **BAR TIMES**

The bar will close at 10.30 pm on Sundays and 11.00 pm on Monday to Saturday.

Music, singing, and dancing licences terminate at 11.30 pm on Monday to Saturday and 11.00 pm on Sundays.

Raffles: Any alcohol or soft drinks won in a raffle **CANNOT BE OPENED OR CONSUMED ANYWHERE ON THE CENTRE'S PREMISES.**

### **LICENSING GENERAL RULES**

Members only are permitted in the lounge bar.

**No drinks can be taken from the function halls into any other area of the Centre.**

**Alcoholic and soft drinks purchased elsewhere cannot be opened or consumed anywhere on the Centre's premises.**

**Under Age Drinking;** Bar Staff are authorised to check age and or identity of customers, and refuse service should circumstances warrant.

**When Unruly Behaviour/Misconduct/Misdemeanours** occur, any Coleview Community Centre Officer or Staff are authorised to eject perpetrators from the premises at their discretion.

### **GENERAL RULES**

**It is an offence to obstruct fire doors. Please ensure, therefore, that all fire exits and foyers are kept clear at all times.**

**All food plates etc. at the end of a function must be placed into black sacks and left in the kitchen for disposal (bags not supplied).**

**The condition of the room is to be returned to how you found it at the beginning of the evening. Floor plans are emailed at the time of booking.**

**It is the hirer's responsibility to ensure that all decorations & equipment (including catering and music equipment) is removed from the Centre at the termination of the booking. ENSURE YOUR CATERERS/ENTERTAINERS/DECORATORS ARE INFORMED.**

**Any party balloon gas cylinders must be REMOVED FROM SITE at the end of the booking.**

**NO CONFETTI IS TO BE USED WITHIN THE CONFINES OF COLEVIEW COMMUNITY CENTRE; THIS INCLUDES PARTY/TABLE CONFETTI/BALLOONS CONTAINING CONFETTI, ETC.**

**Blu tack only to be used on any wooden surfaces nothing on the walls, NO SELLOTAPE/PINS/TACKS OR DOUBLE-SIDED STICKY PADS**

The hirer must ensure that guests show consideration for the Centre's neighbours at all times, especially when leaving the Centre.

Please ensure that disabled/emergency car parking areas are not obstructed.

### **FOOD REGULATIONS**

General Food Hygiene Regulations: Under these regulations, if the hirer is using outside caterers, please ensure that they have the relevant form of food hygiene training, and registration with the Environmental Health Department of Swindon Borough Council. These regulations do not apply to persons providing food on their own behalf.

The hirer is responsible for ensuring that any items of electrical equipment brought onto the premises in connection with a booking, complies with the requirement of the 1989 Electricity at Work Regulations, and are safe and suitable for the required use.

### **DISCLAIMER**

The Management Committee cannot accept responsibility for any goods or valuables brought into the Centre or for cars etc parked in the car park.

Hirers, guests, caterers or any third parties that use or move equipment, e.g. tables, chairs etc, do so at their own risk. The Management Committee cannot accept any responsibility.