Kendal Lads & Girls Youth & Community Centre – Induction letter

Hire Charges

Price per hour : £15 (Gym & Games Room) (Kitchen & Training Room)

Parking: There is Limited parking at the Lads & Girls Youth & Community Centre
There is a Pay & Display (9am – 6pm) along the riverside on Beezon Fields

Refreshment making facilities available but Tea & Coffee not supplied.

Cancellations
Provisional Bookings may be made but they will only be held for 2 weeks. There will be no charge made if a provisional booking is cancelled within that time.

Rooms can be cancelled initially by telephone but need to be followed by confirmation in writing by e-mail or text.

Cancellation charges for room hire
Less than 2 working day's notice or failure to inform us of cancellation …. Full charges apply

Cancellation of block bookings…. Need one month's notice

Directions

From the A591 (Crook Roundabout) take the Kendal North junction onto A5284 signposted Kendal. Turn left onto A6 signposted Shap, go through 2 sets of lights, after the bridge take first left turning onto Beezon Fields. Lads & Girls Club is the first building on the left. Post Code LA9 6BD

Booking Conditions

Management and Administration
The premises are managed by KL&GC Centre Manager, who can be contacted on 07877 038401 or iankendalladsandgirlsclub@gmail.com

Payment should be made within 14 days of receiving the invoice. Via BACs HSBC sort code 40-26-02 account number 81053795 or cheques made payable to 'Kendal Lads & Girls Club' and sent to Ian Parr, Centre Manager, Kendal Lads & Girls Club, Beezon Fields, Kendal LA9 6BD.

Security of the Premises
'Kendal Lads & Girls Club' cannot be responsible for any loss sustained by those hiring the premises. Please ensure that you take sensible precautions regarding your belongings.

All groups using the building will need to undertake an induction to the building with centre manager Ian Parr, who is available on a Monday or Wednesday, or an agreed time outside of these days.

Keys and door pass codes will be available to group leaders on completion of an induction meeting. Door pass codes must not be given to group members at any time. KL&GC reserve the right to change door pass codes at any time if they feel the safety of the building is at risk.

Group leaders will always be responsible for the safety and behaviour of their members at all times. Members may not be allowed to use the building when no group leaders are present. All damages must be brought to the centre manager's attention, any repair/replacement costs will be invoiced.

Group Leaders have the responsibility on leaving the premises to ensure that all lights and appliances have been switched off, internal doors closed, external doors are locked and the security of the building is checked.

Fire Risk Assessment
Any portable electrical appliances or equipment brought into the club must be PAT tested before being used on the premises.

All escape routes and fire exits must be kept free from obstructions at all times. All fire doors must be kept closed at all times.

A competent person in the group must be aware of fire safety and evacuation procedures and must also make the everyone aware before starting the session. (Wheel chair users must be made aware that the fire exit from the sports hall into the garden is not currently wheelchair accessible).

Safeguarding Children, Young People and Vulnerable Adults
'Kendal Lads & Girls Club' has adopted a policy designed to safeguard the interest of children, young people and vulnerable adults including those supervising them when using the premises. In accepting the booking terms, you are confirming that your organisation has also adopted relevant policies. Birthday party booking will not be required to have policies in place.

Health & Safety at Work
We try to ensure that all our equipment is in good and safe working order but we do rely on those who use our premises to notify us of any defects and would be obliged if you would assist us by notifying the Centre Manager of any faults or near misses.

No Alcohol & No Smoking Policy
No alcohol is permitted on the premises.
No Smoking/Vapping in any area of the building or grounds.

Toilets and Snack Bar etc
We endeavour to keep the toilet and kitchen area's clean and your assistance in maintaining them is sought by advising us of any problems you may encounter.
Please leave the building tidy and place all rubbish in the bin outside.

First Aid
The First Aid Box is situated in the cupboard, under the sink, in the Kitchen. Please inform the centre manager if you use the first aid kit and complete the incident/accident form as necessary.

Induction Completed by (block capitals) …..... Date……

Hire Reprehensive Name & **Signature ……..**