



Stoke Climsland Community Project Ltd, Stoke Climsland, Callington, Cornwall PL17 8NY.
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Registered in England and Wales No. 03430472 Charity No. 1069240

Stoke Climsland Old School Hiring Conditions

The Old School is available for hire by community groups with a Main/Large, AH/Committee Room, Therapy Room, Small Meeting Room, Café/Bar and Kitchen.

Access to the Old School is via the main entrance. All Fire Exits and Assembly Points are marked, and fire extinguishers and alarm points are located throughout the building.

If required, a First Aid kit is situated behind the bar in the café area. Accident forms are available with the first aid kits.

Toilets are situated between the café and the kitchen and a disabled toilet is situated in the entrance hall.

Car parking is behind the Old School, the car park can accommodate 35 cars.

The Old School Office is open from 9.30am -12.30pm, Monday – Friday.

The Old School is a non-smoking site.

Wi-Fi is available throughout the building, no password is necessary.

Main/Large Room

This room has space for the following numbers:

- 100 standing
- 60 seated in rows
- This room has an overhead projector, screen, stereo and speaker system.
- A stage can also be made available.

AH/Committee Room

This room has space for the following numbers:

- 30 standing
- 15 seated boardroom style.
- This room has an open access computer.

CAFÉ/Bar Area

This room has space for the following numbers:

- This room is laid out with 6 small tables of 4 chairs each, total 24 seated.
- These tables can be rearranged to suit your use.
- The bar can support tea and coffee facilities and can serve alcohol (subject to licencing) and light refreshments.

Therapy Room

- The therapy room can be used for a variety of therapies, by arrangement.

Small Meeting Room

- This can be used for meetings of up to 12 people

Kitchen

- The kitchen is available to hire under separate agreement. It has a serving hatch through to the café area and full kitchen facilities.

Description of Equipment/items available to use

- 100 chairs
- 6 large fold-away tables (183cm x 58cm)
- 10 smaller square tables (120cm x 120cm)
- 1 x Open-access PC in AH room with wifi
- 1 stereo with radio/CD player
- Overhead projector and display screen
- DVD player which is connected to the overhead projector
- Flip chart stand, flip charts & pens

Conditions of Booking

At the time of booking:

- The booking form must be completed, signed and returned to the Old School Office. This form needs to include the lead person's contact details for the event or activity and any other information regarding equipment etc. The office volunteers can assist with completion, all bookings will be approved by the Office Manager.

Before the event/activity/meeting:

- The person booking the room or lead person is responsible for inviting participants, attendees and ensuring that they know where and when to attend.
- The lead person for the event/service etc. is responsible for carrying out any necessary risk assessments for the activity if necessary and minimising any potential hazards etc.

On the day:

- Under no circumstances can unattended children or vulnerable adults be delivered into the care of the Old School volunteers or staff unless prior agreement has been made.
- The lead person must ensure that all participants/attendees are made aware of the emergency exits from the building and the assembly point, should the building need to be evacuated in the event of fire etc.
- The lead person is required to complete an accident form should anyone sustain any injuries at the event.
- All attendees/participants must comply with policies and procedures at the Old School, which will be supplied where relevant by the Office Manager.
- The person/agency delivering the activity/service is responsible for setting up any equipment (including furniture) that they need. Additional charges may be made for breakages, additional cleaning required after a booking.

Cancellations

- In the event that you need to cancel the booking, please let us know as soon as soon as possible. This allows the space to be available for other users if required. Full charge will be made for cancellations within 24 hours of the booked starting time. In the unlikely event we should need to cancel a booking/event or activity, we will endeavour to contact you immediately using the contact details provided on the booking form.