

## Newtown Community Hut

Belmont Park, Belmont Road, Exeter EX1 2HG

Contact: [bookingshut@gmail.com](mailto:bookingshut@gmail.com) or phone 07847 229 194

[www.newtowncommunity.org.uk](http://www.newtowncommunity.org.uk)

### HOW TO BOOK

As from AGM February 2015 the hire of the hut is £7 per hour or part of an hour for occasional users, £6 per hour or part of an hour for regular non profit-making groups. **ALL HIRERS MUST LEAVE HUT BY 11PM respecting the local residents by keeping noise and music to an acceptable level during the evening. Remember when booking, to leave time for clearing and cleaning the hut.**

Check the calendar on the web site to ensure your date/time is available, then email [bookingshut@gmail.com](mailto:bookingshut@gmail.com) or call the Bookings Secretary to provisionally reserve your session. The Bookings Secretary will then confirm the fee with you.

All users must then complete a booking form which can be downloaded from the web site. Send the completed booking form with payment to: Bookings Secretary, 47 Sandford Walk, Newtown, Exeter EX1 2ET, making cheques payable to "Newtown Community Association". Booking form and correct payment in cash may be delivered to above address by hand. Payments may also be made electronically to:

Account Name Newtown Community Association. Bank code: 30-93-14 Lloyds Bank, High Street, Exeter. Account number: 03278991

Your booking will not be confirmed until the completed booking form and payment have been received. Once they have, you will be sent the door code by email at the beginning of the month of hire.

In case of emergency, hirers should have a mobile phone with them; there is no telephone in the hut.

Hut bookings cancelled 14 days or more before the date of hire will be refunded in full; cancellations less than two weeks prior to the booking date will not be refund.

Please read **Hut rules** and **About the hut** attached below ( also on the website and in the hut).

## **ABOUT THE HUT**

- a) There is a kitchen with a cooker and double sink, plates, mugs and other equipment. There is also a piano.
- b) The hut is heated by electric storage heaters. Do not touch the heater controls. If it is too hot, open the doors or windows.
- c) Regular groups must have their own Public Liability insurance cover. Please provide a copy of your current insurance document to the Bookings Secretary.
- d) Breakages or damage must be reported to the Bookings Secretary and paid for.
- e) All hirers are expected to consider and respect local residents by keeping noise and music to an acceptable level. The last user of the hut must leave by 11pm at the latest. Amplified music should only be used within the hut.
- f) Please leave the hut ready for the next user with everything put away and the hut ready on time for their session.
- g) If you do find a problem at the hut, please inform the NCA by email as soon as possible.
- h) The NCA reserves the right to refuse the use of the hut to any user that it feels is not respecting the rules.

## HUT RULES

**ALL HIRERS MUST LEAVE HUT BY 11PM** having allowed time to clear when booking. **Please respect the local residents by keeping noise and music to an acceptable level during the evening.**

1. Read carefully Fire and other safety notices before you start your session.
2. In winter, do not open the Fire Doors except in emergency or if it is too hot. Loss of heat from storage heaters cannot be replaced until next day!
3. Bring your own tea cloths, washing up cloths and detergent.
4. Wash up, dry up, put away crockery and leave surfaces in kitchen clean and clear.
5. Do not leave food or milk in the fridge or kitchen. Throw it away or take it home.
6. Sweep floors and wipe down table tops and chairs if necessary.
7. Stack chairs in the cupboards in the left hand room and put foldable tables away securely, in the trolley. Check that the table trolley wheels are secure. Stack other small tables.
8. Put your black bag of rubbish in the large purple bin chained by the steps outside. The key to the purple bin is on a hook above the kitchen waste bin. Please do not put your bag in the park rubbish bin by the playground. Take nappies to dispose of at home.
9. Recycling should be taken home with you. There is no recycling collection at the hut.
10. Put a clean black bag into the bin for the next user (spare bags in cleaning cupboard No. 2).
11. Cleaning equipment which you may use is in the bottom of the cleaning cupboard.
12. Switch off the cooker, the urn for boiling drinking water and all lights on leaving. Do not switch off the fridge or sink water heater in cupboard.
13. Check toilets are flushed and turn off taps by lifting up the top of the tap. Close all windows, main door and fire doors securely. The fire doors may need to be pushed shut from outside. On leaving the hut double check all windows and especially toilet windows are closed and that the fire doors and main door will not open once pulled closed.
14. If you have a cupboard, do not store items outside the cupboard or on the top of the cupboards. Ensure that the inside bolt is locked before locking your cupboard otherwise it can be opened without a key.
15. If you don't have a cupboard, please take away your possessions with you or they will be recycled.
16. Unclaimed lost property will be recycled monthly.