

# ERIC PAYNE COMMUNITY CENTRE ALCESTER

## INFORMATION SHEET

### **Address**

**Eric Payne Community Centre, off St Faiths Road, Alcester B49 6AG**

Note: The Centre is located behind Our Lady's Catholic Primary School, St Faiths Road. The access road to the Centre runs along the school's right-hand boundary (when viewed from the St Faiths Road) – there is a directional sign at the entrance.

### **Opening and closing the Eric Payne Community Centre**

At weekends the Eric Payne Community Centre (EPCC) will usually be locked and unlocked by the Centre keyholder.

Occasionally, by arrangement, Centre keys may be collected from Alcester Town Council, Globe House, Priory Road, Alcester B49 5DZ. To return keys after your event, there is a letter box that can be used at the Seggs Lane entrance of the Town Council offices.

Music is to finish by 11pm at the latest.

### **Safety**

The EPCC has a No Smoking Policy which includes vaping.

To allow use of the fire exits, the shutters on these doors must be left open during all events.

In the event of a fire, the EPCC should be evacuated in an orderly manner using the appropriate exits and the Fire Brigade called by dialling 999. The Fire Assembly Point is the Multi Use Games Area adjacent to the car park.

The exact location of the fire exits and fire extinguishers must be noted before the Centre is occupied and the manner of opening fire doors should be made known to your guests. A plan is displayed on the notice board.

The dividing doors in the Hertford Room should only be operated by trained Town Council staff or with the authorisation of the Centre Administrator.

### **Storage of chairs and tables**

Chairs and tables are to be left as found at the beginning of the hire period.

The Centre's Accident Book is kept in the foyer.

First Aid boxes are located in the kitchen adjacent to the Hertford Room and in the Depot between the adjustable work surface and the noticeboard.

### **Heating**

The two operating switches for the Hertford Room heating are located at each end of the room. The Depot has a single switch between the noticeboard and the fire alarm panel (adjacent to the corridor door).

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To operate the heating in either room: (1) Press the power button on. (2) Select the temperature on the thermostat by using the temperature +/- button until the desired temperature is reached. (3) Leave all other controls in place. (4) Remember to turn off the power button before you leave.

#### **Air filtration units**

There are two air filtration units in both the Hertford Room and Depot and one in the Wellbeing Room. Please remember to switch them off before you leave.

#### **Car Parking**

The Centre has parking for approximately 40 vehicles including 4 disabled spaces. Cars are not allowed on the grassed playing field.

#### **Consideration for Others**

Please ask your guests to leave quietly at the close of your event to avoid disturbing local residents.

Please do not use drawing pins or sellotape on the walls or other surfaces – use White Tack if you need to put up notices etc. Do not fix decorations near light fittings or heaters.

Please leave the Centre clean and tidy and put waste in the bins outside. We ask you to ensure that table tops and kitchen surfaces are wiped clean and all washing up is done and put away. Please sweep the floor using the brushes provided.

#### **Faults/damage/comments**

Please report any existing faults or damage to the Centre Administrator prior to the start of your event so that they can be rectified quickly. If any damage occurs during your event (e.g. crockery breakages) please report to the Centre Administrator after the end of the Hire Period. The Centre Administrator welcomes comments or observations that you may have about your hire of the EPCC.

#### **Equipment Available**

Tea towels, black bin bags, dishcloths etc. are provided by the Centre. Please do not remove tea towels.

Kitchen equipment provided: Kettle, water boiler, fridge, cooker, heated food servery, oven gloves, cups and saucers, mugs, milk jugs and sugar bowls. Microwave available on request.

NB Not provided: Baking trays

Additional crockery, cutlery, glasses and tea urns are available for hire if booking the Hertford Room

If you have any queries please contact the Centre Administrator prior to your event.

## **Tables and Chairs**

### Hertford Room

16 folding 2ft 6" x 6ft rectangular tables (can be moved to the Depot on request) stored on a trolley

4 fixed tables

128 chairs

### Depot

7 folding tables 2ft 6" x 6ft rectangular tables

1 fixed table

20 comfy chairs

6 low coffee tables

35 chairs

Note: 4 x Bistro tables and 16 chairs are available on request

## **Capacity**

The Hertford Room has a ground floor area of 180m<sup>2</sup> (maximum capacity 250 people)

The Depot has a ground floor area of 120m<sup>2</sup> (maximum capacity 200 people)

Please speak to the Centre Administrator for more detailed information, but to give an indication the approximate room capacities are:

Hertford Room- laid out theatre style- capacity 130 people

Hertford Room- laid out with casual tables and chairs- capacity 100 people

The Depot- laid out theatre style- capacity 100 people

The Depot- laid out with casual tables and chairs- capacity 64 people

## **Prohibitions**

No ball games in any part of the hall.

## **General Requirements**

- Use White Tack to put up decorations (not sticky tape)
- Place all rubbish in black sacks (available from the foyer or under sink in Depot) and then deposit all sacks in commercial refuse wheelie bins in car park
- Sweep floors before you leave
- There is an End of Hire Checklist attached to this document for your convenience
- Where appropriate, please return any keys to the Town Council offices

Alcester Town Council  
First Floor  
Globe House  
Priory Road  
Alcester  
B49 5DZ

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**Eric Payne Community  
Centre  
END OF HIRE CHECK LIST**

- All tables and chairs are returned to their original positions
- All heating and air filtration controls off
- Floor sweeping has been done (equipment in the corner of the room)
- All windows are closed
- All shutters down
- All doors and fire doors are secure
- Toilets are flushed and no taps left running
- All crockery/cutlery washed and put away
- Kitchen surfaces left tidy and surfaces wiped
- All kitchen appliances are turned off
- Fridge is empty
- Rubbish removed and put in commercial waste bins located in the car park
- All items which have been brought onto the premises by the Hirer (including decorations etc) have been removed
- All lights are turned off (including the toilet areas)
- Front door locked and shutter down
- Please advise of any breakages

WHERE APPROPRIATE PLEASE RETURN THE KEYS TO THE TOWN COUNCIL OFFICES