

# Cheshire West & Chester Council

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Thank you for booking a Cheshire West and Chester Community Centre.

Once your booking is confirmed, the community centre alarm and fire safety information will be sent to you.

## **IMPORTANT NOTICES**

As the hirer it is **your** responsibility to ensure the premises are cleaned and left tidy after your use. Failure to clean the premises will allow the Council the right to recover any monies used for restoring that part of the centre to a state of cleanliness. Please note we allow 30 minutes either side of your booking time free of charge for set up and close down at the end of your session. Please use this time to leave the centre clean and tidy as per the Terms and Conditions of Hire.

### **Keys:**

Keys can be collected from the Ground Floor Library Desk at Ellesmere Port Library. Keys cannot be collected until up to 7 days before the date of hire. A £20 cash deposit will be required for the keys.

Keys **must** be returned within **seven** working days of the end of your hire. Failure to return the keys within this period, or if the keys are lost or stolen, will result in the £20 deposit being forfeited.

### **Please note centres are not staffed.**

At weekends there is no staff support so please make sure you are comfortable with access, alarms, any equipment you want to use and securing the centre on leaving **before** the hire day.

Kind regards, **The Ellesmere Port Library Team**

