



Easy Read: Hiring the Centre

Llanelli Centre for the Deaf

What is this policy for?

This policy helps everyone understand:

- What to do when **hiring or using** the building
 - What is **expected** from people using the Centre
 - How we **keep the Centre safe and clean**
 - Who is responsible for what
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Who runs the Centre?

- The Centre is **owned by the charity**
 - The **Trustees** and **Officers** look after the building
 - Officers = Chair, Vice Chair, Secretary, and Treasurer
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Who looks after the building?

The **Trustees** are in charge of:

- Making sure the building is **safe and in good working order**
- Looking after things like electricity, water, gas, and structure
- Doing safety checks regularly

Repairs or Changes

- You **must not make any changes** (like painting or repairs) without **asking the Officers**
- If you do, and something goes wrong, **you will be responsible** for the cost or risk

Payment & Hire Rules

- You must **pay before** your event
- You must **book through the Secretary or Treasurer**
- **You can't rent the building to someone else**
- If you **cancel with less than 2 weeks' notice**, **no refund** will be given
- If **The Centre cancels**, **you will get your money back**

Bond (Deposit)

- You must pay a **£20 bond**
- If everything is clean and there's no damage, **you get your bond back**
- If something is damaged or left messy, **we keep the bond**

Children and Safety

- Children must be **watched at all times**
- This includes the car park and garden
- Children are **not allowed in the kitchen alone**

Fire and First Aid

- Fire exits and meeting points are **clearly marked**
- First Aid Kits and Accident Books are **available**
- Everyone must use these **safely**
- The Centre is **not responsible** for injuries from using these kits

Contact Us

If you need help or want to report something, **text**:

 **07958 248671**

New Groups

- All new user groups will be **interviewed** to make sure their activities are suitable

Keeping Things Clean

You must:

- Clean floors, bins, and food waste after your session
- Recycle and reduce waste
- Remove your rubbish
- **Do not put holes** in the walls (no pins or screws)

Kitchen and Food

- You may use the kitchen
 - You can bring or serve your own food
 - The Centre is **not responsible** for any food made, served, or eaten
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Paperwork

You may be asked to share:

- Insurance
- Policies
- Risk assessments

These will be kept by the Secretary or Treasurer.

Smoking

- No smoking **inside the building**
 - You can smoke **only in the smoking area outside**
 - **Put cigarette ends in the bin**, not on the floor
 - This includes **e-cigarettes**
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Cancelling

- You can cancel up to **2 weeks before** the event
- If you cancel **less than 2 weeks before, you must pay the full amount**
- If The Centre cancels (for safety or repairs), you will get a **full refund**


Price Changes

- Prices may change
- We will review them **every year**

This policy was agreed by Llanelli Centre for the Deaf

 Date: July 10th 2025

Signed by:

 Paul Sanders, on behalf of the Management Committee