

Poringland Parish Council
Poringland Community Centre
Conditions/Good Practice Relating to Use/Hire

Notes for the visiting DJ or Band

Please read out the following good-housekeeping rules 30 minutes into an event:

Toilets

Can be found in the Main corridor near the Parish Office.

Smoking Area

Poringland Community Centre does have a designated smoking area for both legislative and safety reasons. All are asked to please not smoke in any other area than the one designated, direction signs are shown in the building or ask the bar staff to direct you.

Fire Doors

There are several fire doors, some of which double as normal doors, the remainder are clearly marked and strictly should not be used, unless in the event of a fire.

Please note that these particular doors are alarmed.

Buffet

The buffet will, I understand be served at:

Bar

The bar will be open until 11.00pm time and last orders will be called at 10.50pm. If licence extension has been granted then please add 30 minutes.

Event finishes at

Please note that this event finishes at 11.00pm. (Unless extension granted).

The following must be announced by the DJ/Live Band at the beginning

and end of any event:

Leaving the Building

“At the request of the Poringland Community Centre Management Committee please can we ask that you leave quietly, please say your Good-bye’s inside and please do not sound your horns”.

“Anyway now we have called all the common-sense points lets move on with celebrating (whatever the event Joan’s 50th, Fred and Joan’s wedding etc)

Then I would recommend the DJ/Band put on their starting record/song.

Amplified Music Rules for visiting DJ/Band

The following must be adhered to in the event of amplified music being played:

- No windows or doors (including internal and external doors i.e. fire exits) must be propped open.
- The bass on all music must be kept to a minimum at all times.
- During the last 10-15 minutes, the Committee would respectfully suggest that the noise level at which music is being played at should be reduced or alternatively softer/slower/quieter music should be selected.
- The use of bubble machines and/or smoke machines is strictly prohibited.
- Read the good house-keeping rules 30 minutes into any event.