

Hurst Community Centre.
Kings Road.
Ashton-u-Lyne.
OL6 8EZ

Notes for private hirers.

Please contact the booking secretary on 330 9910 two days or so before the function to arrange a time to be let into the centre.

If you have arranged to meet a key holder at the centre to let you in please be punctual. If you are going to be late, please him/her know so they are not waiting unnecessarily.

Room Preparation.

We are prepared to be flexible allowing time in the building to put up decorations and set tables but this must be within reason and fit in with other commitments at the centre.

Please do not put blue tac or any kind of sticky tape onto the painted or papered walls.

The centre is administered entirely by volunteers so if the building is not left in clean and all items of furniture stored properly a charge may be incurred from the returnable deposit.

Do not enter any part of the building that has not been allocated to you as you might set off the alarm. The alarm company charge £60 to turn out to a false alarm.

Please return the attached form with:

- **A cheque for £50.** Returnable provided the centre is left in a clean, tidy condition and there are no breakages or damage.
- **A further cheque for the full amount payable for the function.** This can be post dated to 14 working days before the date of the function.
- Cheques should be payable to

HURST COMMUNITY ASSOCIATION.