

Seaton Community Centre Hire of Hall Policy

All persons are required to sign in.

Payment should be made by the end of each month to the Treasurer, Mrs Harris after 6.30pm. If an invoice or receipt is required contact the Treasurer.

The Centre holds all the necessary policies required by Durham County Council including an accident book and first aid box.

All persons hiring the hall should note the fire escape routes and procedures. Torches and a mobile phone are available for emergency use.

Advertisement of a new section or forthcoming event can be marked on the calendar or a poster displayed on a designated notice board.

China, cutlery and glasses are available for use; all breakages should be recorded at the back of the signing in book.

Please leave the hall clean and tidy. All heating and lighting should be turned off on exit from the building. Please have respect for the fixtures and fittings.

The Management Committee