



**BUCKLEY TOWN COUNCIL**  
**COMMUNITY ROOM**

**HIRE CHARGES 2024/25**

**The current daily hire charge of the  
Community Room within Buckley Town  
Council's building is as follows:-**

**Hire from 08.00 to 12 noon      £20**

**Hire from 13.00 to 17.00      £20**

**Hire from 18.00 to 22.00      £20**

**Buckley Town Council area residents  
receive a discount of 50%.**

**To place a booking contact 01244 544540  
(9am – 1pm)**

**or**

**email: [townclerk@buckleytc.gov.wales](mailto:townclerk@buckleytc.gov.wales)**



## **BUCKLEY TOWN COUNCIL** **COMMUNITY ROOM**

### **CONDITIONS OF BOOKING**

The following conditions apply when using the Buckley Town Council Community Room.

1. Toilet facilities – the toilet that should be used is the one on the left hand side, as looking from the main entrance door down the corridor. The toilet, wash basin and rooms should always be left in a clean and tidy condition.
2. Please ensure that you have adequate insurance in relation to the individuals running the activity. A copy of that insurance should be deposited with the Town Council prior to the usage of the room.
3. The Community Room should always be left in a clean and tidy condition. Adequate protection of the carpets, walls, windows, ceilings, door and furnishing should always be used when any substances used during any sessions are likely to cause stains or spillages. Any stains or spillages caused by whatever means must be cleaned up on the day of the occurrence.
4. Please be aware that tenants occupy the rooms below the Community Room and therefore noise should be kept to acceptable levels.
5. Please be aware that ramps are available for pushchairs to reach the top of the main flight of steps in the entrance corridor, but not the two steps beyond that. All pushchairs must be stored in the area between the double glass doors and the double green doors, such storage not interfering with access to the fire escape exit door.
6. There is a flight of stone steps from the top of the corridor to the landing where the Community Room entrance is accessed. All people using those stairs should exercise due diligence to ensure that no accidents occur, particularly concerning very young children.
7. The Town Council takes no responsibility for the safety of children and adults connected with any of the activities undertaken whilst in the building. The safety of all concerned is the responsibility of the activity organisers.
8. Under no circumstances should any children involved in the Community Room activity or accompanying their parents whilst not being involved in the Community Room activity be allowed to be either on the balcony/landing or stone staircase unless properly and efficiently supervised.

9. Any damages caused through the activities undertaken in the Community Room, the entrancing and exiting of the Community Room or any other cause attributable to the activity organisers or participants shall be reported immediately to the Town Council, which will effect the necessary repairs and recharge accordingly. Would you please notify the Town Council of who is the responsible person or organisation against whom any charges would be made. Under no circumstances should any repairs be attempted by the event organisers.
10. On finishing each booking please ensure that all lights are turned out on your departure and all doors are firmly locked.
11. Please ensure that the keys are collected from the Town Council offices by 12.30pm on the day of each session and that the keys are returned through the letterbox situated in the double doors of the main Town Council entrance.
12. Please supply full contact details and telephone numbers of the senior person overseeing the activity undertaken.
13. There are special arrangements available for disabled people wishing to use the Community Room, the details of which can be provided by the Town Council Staff.
14. Please be advised that the exits in case of emergency from the Community Room are as follows:-
  - a. First priority – egress the building via the front entrance.
  - b. Second priority – egress the building via the fire escape door through the double glass doors to the right of the door accessing the stone staircase.
  - c. Third priority – egress the building by accessing the top corridor through the door to the right of the Community Room door, proceed along the corridor to the staircase, go down the staircase and access Mold Road via the green door.