



Marks Tey Parish Hall

Terms & Conditions of Hire

**As agreed by Marks Tey Premises Committee
October 2016**

Updated October 2018

**MARKS TEY PARISH COUNCIL
CONDITIONS FOR HIRE OF PARISH HALLS
REGULAR & OCCASIONAL HIRE**

GENERAL

Office opening hours are between 9.30 and 15:30 on Tuesdays and Thursdays. During other times the Parish Hall will be open when events are booked, including Bank Holidays if required.

The hirer shall only be permitted to use the room(s) between the times agreed in writing with the Parish Hall. All rooms are charged at an hourly rate, rounded up to the nearest 15 minutes.

The Hirer shall not use the room(s) for any purpose other than that described in the booking form and shall not sub-hire or use the room(s) or allow the room(s) to be used for any unlawful purpose. This includes the consumption or sale of alcohol. If there is any doubt regarding the authenticity or interests of the group requesting the hiring, the Council reserves the right to refuse the booking.

The Council reserves the right to move a hirer to a different room.
All bookings must be paid for in advance.

Marks Tey Parish Council takes the management of personal data seriously and it does this in compliance with data protection laws. The information you supply will only be used to keep you up to date with news of our offers, promotions and activities and to enable us to provide a service to you. We will never share personally identifiable information with third parties for promotional purposes, however, in order to deliver a service to you we may need to share your information with the staff who deliver that service. Your information will be kept for 6 years. For further information about how your data is used and stored, please go to <https://www.essexinfo.net/marksteyparish/data-protection/>

1. CONDITIONS

Every person upon receiving confirmation of a booking shall be deemed to have accepted these Conditions of Hire and Special Conditions (if any) as agreed and are to be bound by them.

2. RESPONSIBILITY FOR LOSS OR DAMAGE

(a) The Parish Council accepts no responsibility for any loss or damage to property or for any personal injury

suffered by anyone using the Hall, Car Park and immediate environs during the period of hire.

(b) In the event of any claim being made by any person in respect of any injury, damage or loss which he or they may have sustained or incurred in the room(s) the Hirer shall alone be responsible and indemnify the Centre unless it is as a direct result of the negligence of the Centre or its employees.

(c) The Hirer is responsible for the preservation of good order during the hire period. Any damage caused to any part of the Parish Hall's building or property as a consequence of the hiring will see the Parish Hall make good the damage and then recover the resultant costs from the Hirer.

3. INTOXICANTS

(a) The Parish Council does not hold a licence for the sale of intoxicants.

(b) Should it be desired to sell intoxicating liquor the appropriate **Occasional Licence** must be obtained from the designated Licensing Authority. The Hirer is absolutely responsible to the Council for the proper conduct of the Bar and service of liquor.

(c) **IT IS THE HIRER'S SOLE RESPONSIBILITY TO ENSURE THAT THE PROPER LICENSING ARRANGEMENTS ARE MADE & ADHERED TO.**

4. CONDUCT

- (a) **The hirer shall provide two named responsible Persons over eighteen years of age to secure the good behaviour of Persons using the premises.**
- (b) **NO PERSONS UNDER THE INFLUENCE OF ALCOHOL OR ANY ILLEGAL SUBSTANCE SHALL BE ADMITTED.**
THE HIRER SHALL ENSURE THAT NO PERSONS USE, HANDLE OR SELL ANY ILLEGAL SUBSTANCE ON THE PREMISES DURING THE PERIOD OF HIRE.

5. EMERGENCY EXITS

Emergency doors must be kept clear at all times and not used to access or egress other than in an emergency.

6. SECURITY

The Hirer is required to ensure security against unofficial access to the premises.

7. MUSIC AND DANCING LICENCE

The Hirer shall observe the Conditions of the Licence held by the Council.

THE HALL'S LICENCE IS AS FOLLOWS IN REGARD TO THE NUMBER OF PERSONS ALLOWED IN THE HALLS.

MUSIC TO STOP AT MIDNIGHT

MAIN HALL WITH STAGE: 120

SMALL HALL (behind stage): 50 FORMAL MEAL: 24

RECREATION HALL: 150 FORMAL MEAL: 150

RECREATION SMALL ROOM: MEETING 20

COUNCIL ROOM: MEETINGS – 12 BOARD TABLE Extra seating at end of room 10

8. INSURANCE

The Centre provides insurance cover in respect of its own buildings, furniture and fittings. This cover does not extend to goods, equipment or anything other than that provided by the Parish Hall.

The Hirer shall indemnify and keep indemnified the Parish Council against, and shall insure against, any claim for injury to any person or damage to any property occurring during or in consequence of any hiring.

The Parish Council shall not be liable to the Hirer for any loss or damage or property brought into the premises by the hirer or any person, except to the extent that such loss or damage arises out of the negligence of the council, its employees or agents.

Hirers are advised to insure against any Third Party Risks for which they may be responsible. This will particularly apply to any Hirers handling money as a consequence of a sale of goods at their event.

9. GENERAL CONDITIONS

- (a) **The Hirer is responsible for setting out furniture and equipment required and stacking furniture after the event in a clean and tidy condition. Tables used should be wiped clean of any food/drink/debris before returning to storage.** Any breakages or damage must be reported/paid for.
- (b) On no account may crockery, utensils, furniture or equipment be removed from the Hall.
- (c) The Hirer shall not permit anything to be fixed to the internal or external walls, furniture, fittings or equipment by any means whatsoever, i.e. drawing pins, sticky tape, blue-tak etc. Banners can only be hung between the beams. Any adhesive material, tacks, screws, nails or hooks used to display this material and driven into the walls, or furniture of the hired premises will be regarded as

damage, the repair of which will then become a chargeable item to the person or Group making the booking.

- (d) The Hirer shall not cause or permit any interference with, or alteration to, the lighting, heating, seating, means of escape, fittings, fixtures, apparatus or furnishings of the Parish Hall.
- (e) **Prohibited items**
 - Candles and any naked flames
 - Chewing gum/bubble gum
 - Flammable liquids, gases and oil
 - Animals, except guide dogs
 - Bicycles
 - French chalk or any substance that will increase floor slippage
 - Smoke Machines
 - Helium Balloons
 - Any other items likely to cause damage or to be harmful to centre users.
- (f) **The Hirer shall be responsible for removal of ALL rubbish arising from the function. Please bring your own refuse bags for this purpose.**
- (g) **End of Hire** - The Hirer shall be responsible for:
 - i) Leaving the premises and surrounding area in a clean and tidy condition
 - ii) Contents temporarily removed from their usual positions should be properly replaced
 - iii) Closing any windows opened; switching off lights
 - iv) Collecting and bagging all rubbish at the end of the hire period
 - v) Ensuring all guests leave the Centre by the time specified in the booking agreement.

10. DAMAGE DEPOSITS

A **£100 returnable deposit** to be charged for weddings, parties, dances, **which will be BANKED and returned to the hirer within 30 days after the event providing no damage or additional clean-up costs have been incurred by the Parish Council with the final decision in this respect at the Councils absolute discretion.**

£50 deposit for parties for children under 12/ charity/other events.

£500 for bookings for parties for 13 – 18 year olds

All damage deposits are due one month prior to the event.

11. BOOKINGS

- (a) Bookings are considered to be provisional until the Terms and Conditions Form is signed.
- (b) Bookings will only be confirmed by the Parish Hall Premises Manager after receipt of the full Hire Charge or minimum 50% holding deposit.
- (c) No bookings will be accepted from persons under eighteen years of age. Hirers may be asked to provide appropriate proof of identity and age i.e. passport.
- (d) Normal booking times commence from 09.00 to 22.30. Requests for extension times can be arranged with the Premises Manager.
- (e) The required times for a booking shall include time for preparation and clearing up after the function including time required by caterers, technicians, entertainers and others.
- (f) The Caretaker will open the premises at the stated time and will return to lock the premises, again at the stated time.
- (g) Hall hirers are not permitted to leave the hall **unattended** during any period of their booked hire.
- (h) Any provisional booking that has not been confirmed 7 days prior to the booking time will be cancelled.
- (i) All bookings must start and end at the agreed time. Any request for additional time at the beginning of a booking or any bookings running over the stated time on the booking form will result in additional charges. Early access to rooms is only with the express permission of the Council.

- (j) Some bookings may require extra staffing/security to be on site, this will be discussed at the time of the booking and will incur additional costs.
- (k) The Hirer will not sub-let or use the premises for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the premises or invalidate any insurance policies.

12. PAYMENTS & INVOICING

Payment received by cheque should be made payable to Marks Tey Parish Council. Alternative payment can be made by BACS by arrangement with the Premises Manager. No cash payments can be received.

Regular hirers – i.e. any person who has a booking which is repeated 6 times or more in a 12 month period

will be invoiced monthly in advance at the beginning of the month, except where quarterly payments in advance have been agreed by separate arrangement with the Premises Manager. All invoices will state clearly that payment MUST be made within 14 days of the invoice date. If payments are consistently poorly managed by the hirer, the Council reserves the right to cancel existing bookings and refuse future hire. All invoices will be sent by post. All new regular hirers will be required to pay the first month's invoice in full when confirming their booking with a signed booking form. This payment will be non-refundable.

One off events

As soon as a booking is confirmed by the return of a signed T&C form, an invoice will be produced. It will clearly state that full payment of the invoice must be made 21 days before the booked event. If a booking is made within 7 days of the event, full payment will be taken at the time of booking. An invoice will be produced and marked as paid, to provide a receipt for the Hirer.

For all larger events and block bookings a non-refundable deposit of 20% may be required at the time of booking.

The Hirer will be liable for any cancellation charges incurred for items booked through third parties.

Scale of Charges

The room hire rates will be in accordance with the advertised charges made at the time of booking but may from time to time be subject to alteration. Notice of such alterations will be given at the time of booking.

13. CANCELLATIONS

- (a) The Committee reserves the right to cancel any bookings in the event of the Hall(s) being required for use as a Polling Station for a Parliamentary or Local Government Election, in which case the Hirer shall be entitled to a refund of any hiring fee and/or deposit already paid. The Committee also reserves the right to cancel this hiring at any time, up to and including the date of hire, should it be found that the Hall(s) have been hired by person(s) misrepresenting the purpose of hiring and description thereof. In this instance the Hirer will forfeit the right to refund. The Committee reserve the right to suspend/terminate this agreement, giving due notice, with any hirer at any time should the Committee/Council feel it is in the best interests or needs of the Parish and/or Parish Hall to do so.
 - (b) **One-off/Regular Bookings.**
 - Over 4 weeks' notice: No cancellation fee.** However for larger events the refundable deposit may be retained.
 - 1-4 weeks' notice: 50% of the hall fees will be charged.**
 - Less than 1 week: Full hall fees will be charged.**
- Regular Hirers**

The Council reserves the right to cancel or amend a booking at any time, without penalty. No compensation will be given. Hirers will only be entitled to the return of the hire cost.

14. **VARIATIONS**

The Council, at its sole discretion and without notice may vary these Conditions. The Council also reserves the right to cancel a booking in the event of any statutory or other requirement that may be placed upon it. In such circumstances the Hire Charge will be reimbursed.

15. **INSTRUCTIONS TO USERS**

Hirers must comply with the instructions to Hirers which shall form part of these Conditions.

- (a) **PARKING** – vehicles may only be parked on the Car Park. They must not be parked in the Car Park access, which must be kept clear at all times for emergency vehicles.
- (b) **VEHICLES** must not be parked immediately in front of the Main Entrance. This area must be kept clear at all times for emergency vehicles.
- (c) Cars may not be parked on the **GRASS** unless specific arrangements have been made for overflow parking.
- (d) **BICYCLES** must not be taken into any part of the building.
- (e) **ELECTRICAL EQUIPMENT** - Hirers should ensure all electrical equipment brought into the Centre must be by prior arrangement. Proof of **PAT Testing**, carried out by competent safety personnel, must be provided before this equipment can be used.

16. **SMOKING POLICY**

No smoking including any type of electronic smoking device is permitted within the premises or anywhere outside the premises except in the designated area at the front of the building.

17. **HEALTH & SAFETY AND REGULATORY REQUIREMENTS**

- (a) The Hirer must remain on the site throughout the term of the hiring period and ensure maximum capacity numbers are not exceeded.
- (b) Under no circumstances are children to be permitted to leave the Parish Hall during the course of an event to gather or play in the car parking area.
- (c) If the Hirer is involved in providing activities for children or adults at risk; teaching or taking part in physical activity; hirers must ensure that only fit and proper persons who have a current DBS check in place are delivering these activities, and a Safeguarding Policy and Public Liability Insurance, and evidence of DBS checks, as appropriate, must be provided and kept on a central register at the Parish Hall.
- (d) The Council reserves the right to assure itself that the hirer has the training, qualifications or experience to deliver classes at the Parish Hall.
- (e) All Hirers are responsible for ensuring that the facilities being hired are suitable for their requirements and agree to immediately report any health & safety risks/concerns to the Parish Hall staff. All regular Hirers should complete a risk assessment form for their activity, and must report all accidents involving injury to the public to the Premises Manager as soon as reasonably practical, and, if appropriate, ensure that RIDDOR (Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations) are fully complied with.
- (f) If the Hirer is involved in the preparation or serving/selling of food to the public, they must liaise fully with the Parish Hall, to ensure that all current legislation, health & safety and insurance requirements are complied with.
- (g) Except where arranged for hire of the hall, dogs and other animals are not admitted to any part of the premises except where a person requires the assistance of an animal trained to assist in the case of disability. No animals whatsoever are to enter the kitchen areas at any time.
- (h) **The Hirer must provide a PPL Licence** if they are playing recorded music during their booking. As the Parish Hall does not hold a TV licence no live broadcasts can be made on the premises.

- (i) No dangerous, hazardous or harmful items, or non-prescription drugs may be brought on to the premises.
- (j) All hirers must familiarise themselves with the whereabouts of emergency exits and under no circumstance whatsoever should these be permitted to be obstructed or blocked but must be kept free with adequate room in all directions for their use in case of emergency.
- (k) Firefighting equipment is situated throughout the Parish Hall and all Hirers should familiarise themselves with the whereabouts and the use thereof. Firefighting equipment should not be deployed without due cause. Hirers should not allow others in their class/event to abuse this equipment. The repair or replacement of this equipment if abused or misused will be charged in full to the hirer. All Hirers should read and familiarise themselves with the emergency "In Case Of Fire" procedure notice which is posted in both the central foyer and entrance foyer.

18. SUPERVISION

- (a) The Parish Hall is unable to accept bookings from persons under the age, or believed to be under the age of 18 years.
- (b) All Hirers are responsible for ensuring their guests, as a group or individually, cause no nuisance or disturbance to the staff or other users of the premises and that they cause no disturbance when arriving or leaving the premises. The Parish Hall staff reserve the right to terminate the hiring if after due warning a disturbance continues or if the hiring continues significantly past the finishing time stated when the booking was originally made.
- (c) The Hirer shall be responsible for ensuring the orderly and safe admission and departure of persons to the booked venue and their safe evacuation in the event of an emergency. All doors and emergency exits to and from the booked venue will remain unobstructed and the Hirer must comply with the wishes of the Parish Hall staff on duty as to the preservation of safety, good order, noise levels and decency of the event or meeting.
- (d) If money is collected on entry or goods for an event, a copy of the hirer's Public Liability cover is required up to £5m. No liability is accepted by the Parish Hall in connection with these transactions.
- (e) For parties of young persons, i.e. over twelve and under eighteen years of age, the Hirer agrees that one adult per ten youths (approx.) will be present as supervisors for the duration of the booking throughout the Hall including the toilet area(s) and in the play areas, and take all other reasonable precautions for the safety of children..
- (f) For children's parties, i.e. those under twelve years old, the hirer agrees to provide one adult approx. per 5 or 6 children as supervision. The Hirer agrees to monitor all children throughout the Parish Hall including in the toilet area(s) and in the play areas, and take all other reasonable precautions for the safety of children.

19. FAILURE OF HEATING OR LIGHTING

No responsibility will be accepted, or compensation paid by the Parish Hall in the event of any failure of heating or lighting which causes the booked event to be terminated or interrupted.

20. RIGHT OF ENTRY

Parish Hall staff on duty at the time of the hiring, reserve the right to refuse entry to any individual, or groups of individuals, whose presence in the opinion of the Parish Hall staff member, is likely to be prejudicial to the interests of the Parish Hall, or cause a disturbance to the good order of the booking. No liability will be accepted by the Parish Hall by such actions being initiated. The Manager and persons duly authorised by the Manager may enter the hall at any time during the function on producing evidence of their identity.

21. Bouncy Castles

See Appendix 1

22. Catering Provision

Outside cooking at the premises such as a hog roast, tandoori cooking is not permitted. The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. The premises are provided with a refrigerator. The Hirer is responsible for all outbreaks of food poisoning.

23. Responsibility for Storage and Loss of Property

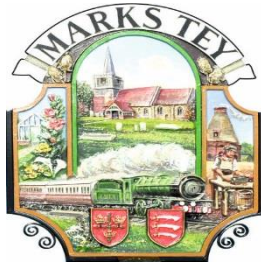
In no circumstances will the Parish Hall accept responsibility for the loss, theft or damage to property belonging to the Hirer or their Group, which has been stored, left, deposited or brought into the Parish Hall premises, or left with any member of the Parish Hall's staff. It is the hirer's responsibility to ensure they maintain records of all items stored at the premises. If as a result of this damage or loss, the Parish Hall itself incurs any costs, the Hirer or their Insurer shall be required to indemnify the Parish Hall against all actions, expenses, claims and demands arising out of, or in any way connected to, the theft, loss or damage. It is the hirer's responsibility to ensure they keep records of all items stored at the premises. Flammable liquids, gases and oils must not be stored on the premises.

24. Bill Posting

The Hirer may not advertise, promote or announce any event to be held at any premises until they have received a Confirmation of Booking and approval from the Council. The Parish Hall reserves the right to cancel any event that has been found to be advertised in this manner. Posters, flyers and A Boards can only be displayed with the express permission of Council.

APPENDIX 1

BOUNCY CASTLES



Marks Tey Parish Council

Parish Hall, Old London Road, Marks Tey, Colchester Essex CO6 1EJ

Email: parish.clerk@marksteyparish.org.uk bookings@marksteyparish.co.uk

Telephone 01206 213250

BOUNCY CASTLE POLICY FOR HIRERS

Guidelines for event managers hiring inflatable's for events at council owned or managed land.

Inflatable play is normally a very safe and great way for children to exercise and have fun. Inflatables are in the top three 'must have attractions' at events alongside face painting and a tea tent. These guidelines are to help you select the right company to provide you with a properly inspected and safe inflatable.

What you should check before hiring an inflatable

Reputable inflatable hire companies should be signed up to the PIPA Inflatable Play Inspection Scheme or ADIPS (Amusement Device Inspection Procedures Scheme). These schemes ensure that equipment has been tested against stringent standards both before first use and annually.

Every inflatable manufactured or imported should have a uniquely numbered tag. This means that if you are offered an inflatable for hire you should be able to look for and find the tag number actually on the unit.

If there is no tag (or independent examiners report) then it has not been tested under the PIPA or ADIPS schemes and you will not be able to bring that inflatable to the event site in Marks Tey.

Information you need to provide to the council:-

The council requires the event manager to provide the following information for each separate inflatable operating at events in Marks Tey owned parks, open and green spaces. We require the following documents at least four weeks prior to the event date:-

- The inflatable's PIPA/ADIPS tag or serial number.
- A copy of the current PIPA/ADIPS test certificate for that tag number.
- A copy of the inflatable supplier's public liability insurance document (minimum cover £5 million)

- A copy of the supplier's full instructions on safe operation and installation for the inflatable.
- Details on how the inflatable will be supervised.

Please remember that as the event manager, it is your responsibility to check that on arrival that the tag numbers are correct and that the operation and installation is as outlined in the suppliers documents.

How to use the inflatable at an event

See below for some guidelines on setting up and using *any* inflatable's at your event.

- Inflatables should have a recommended number of users, height and weight range. Anyone using it above this recommendation can injure themselves and others.
- Make sure the flower unit is at least 1.2 metres away from the inflatable and protected from damage. Serious injury can occur if the user strikes the blower unit.
- Any generators used for the electrical supply should be maintained and protected from damage. This could be positioning them in a safe place away from the public or by using barriers around them.
- Make sure the equipment has a current test certificate.
- Look for the PIPA tag and check its validity on this site.
- Use surround mats if provided, these are provided to reduce risks of injury.
- Ensure that children and the inflatable are supervised at all times by a responsible adult, the vast majority of accidents occur through lack of proper supervision.
- Anchor the inflatable to the ground and ensure that you use every anchor point. Even in non-windy conditions the inflatable will move during use (perhaps taking it dangerously close the blower unit).
- Hire your inflatable from a reputable operator who can provide you with the correct documentation electronically where possible and in advance.
- Follow the instructions given to you by the supplier – they are there for the safety of your event and the users.
- Hire on the basis of the safest – not the cheapest.
- Deflate the inflatable after use to prevent unsupervised use.
- Never use an inflatable in high winds.

Other information and advice

For more details on the PIPA scheme please visit their website www.pipa.org.uk or the ADIPS scheme at www.adips.co.uk.

APPENDIX 2

END OF SESSION CHECK LIST

CLEANING

Hirers are required to leave the hall in the condition found upon arrival.

- ✓ If the cooker/oven has been used, please follow cleaning instruction available in the kitchen by the notice board.
- ✓ Clean and wipe down all surfaces used, i.e. shelves, kitchen tops, tables etc.
- ✓ All rubbish to be removed from the premises (not left in the wheelie bin).
- ✓ Tables and chairs put away (the caretaker may assist if asked or by prior arrangement).
- ✓ Check that the toilets are left clean.
- ✓ Sweep all floors and wipe over kitchen floor.
- ✓ If food or drink is spilt on the floor, it must be washed clean. Detergents **MUST NOT** be used on polished floors.

HIRERS MUST CLEAN IMMEDIATELY AFTER THEIR FUNCTION AS THE HALL MAY BE BOOKED SOON AFTER.

SAFETY

- ✓ The Hirer must not leave the building unattended and should wait for the caretaker to arrive to close the building

FAILURE TO COMPLY WITH ANY OF THE ABOVE COULD RESULT IN FORFEITURE OF HIRER'S DAMAGE DEPOSIT, OR ALTERNATIVELY, A SEPARATE INVOICE BEING RAISED TO COVER ANY COSTS INCURRED BY MARKS TEY PARISH HALL TO MAKE THE HALL AVAILABLE TO THE NEXT HIRER.

MARKS TEY PARISH HALL FIRE EVACUATION PROCEDURES



On discovering a fire, sound the alarm immediately.

Upon hearing the fire alarm you **must:** -

- **Vacate the building using the nearest fire exit.** You should go as quickly as possible to the Annexe building to the right of the main entrance to the building when exiting and wait by the Fire Assembly point.
- **Never stop to collect personal belongings.**
- **Do not run.**
- **Close doors behind you**
- You should **NEVER** re-enter the building until it is safe to do so and you have been given the 'all clear'.
- The Group Leader should ensure that the Fire Brigade is called.
- The Group Leader is responsible for taking a roll call to ensure that everyone in their group has left the building.
- The Group Leader should ensure that someone is appointed to meet the emergency services when they arrive.
- Where there is more than one Group on the premises, leaders should liaise to ensure that the Fire Brigade has been called and there is someone delegated to meet them on arrival.
- If the Caretaker is not on the premises please call 07505 949645

REMEMBER

YOU MUST ALWAYS VACATE THE BUILDING
WHEN YOU HEAR THE FIRE ALARM

APPENDIX 4

Emergency Plan for the temporary responsible person

As the responsible person for the event/ function, etc. you have legal duties with regards to the safety of those persons assisting or attending the event.

Before the event or function you should be aware of:

- what fire protection systems are present;
- how a fire will be detected;
- how people will be warned if there is a fire;
- what anyone should do if they discover a fire;
- how the evacuation of the premises should be carried out;
- where people should assemble after they have left the premises and procedures for checking whether the premises have been evacuated;
- identification of key escape routes and exits, how people can gain access to them and escape to a place of safety;
- arrangements for fighting fire;
- specific arrangements, if necessary, for high fire-risk areas;
- how the fire and rescue service and any other necessary services will be called;
- procedures for meeting the fire and rescue service on their arrival and notifying them of any special risks, e.g. the location of highly flammable materials;
- what instruction employees or helpers need and the arrangements for ensuring that this training is given;
- limitation on numbers of people;

Before the event or function you should decide:

- the arrangements for fighting fire;
- the arrangements for means of escape for disabled persons;
- the duties and identity of staff who have specific responsibilities if there is a fire;
- the arrangements for the safe evacuation of people identified as being especially at risk, such as contractors, those with disabilities, children, members of the public and visitors;

- how you will proceed if life safety systems are out of order, e.g. fire-detection and alarm systems, sprinklers or smoke control systems;
- who will be responsible for calling the fire and rescue service and any other necessary services;
- who will meet the fire and rescue service on their arrival and notifying them of any special risks, e.g. the location of highly flammable materials; and your plans to deal with people once they have left the premises, especially children.

At the start of the event or function you should notify all those present about:

- the smoking policy;
- the emergency warning signal;
- who is supervising and how to identify them;
- location of exits and escape routes;
- taking only valuables immediately to hand but not to go to collect other belongings;
- the location of muster points; and what will happen after that (e.g. re-entry to the building).

During the event or function you should ensure that:

- escape routes and exits do not become blocked;
- the smoking policy is adhered to;
- no naked flames are started (unless authorised e.g. candles);
- where naked flames are present that combustible material is kept clear;
- rooms do not become overcrowded; noise levels cannot drown out the fire alarm; and
- if necessary, the number of persons in your premises is limited or controlled.

APPENDIX 5 INFORMATION SHEET FOR ALL HIRERS

Opening and Closing the Parish Hall

Upon completion of hiring application and payment of all deposits, access times (start and end) and contact details for the hirers, the booking will be notified in writing.

Please ensure that any outside caterers, contractors and bar staff are aware of the hire period and that they will not be able to enter before or leave after the hire period.

Guests are expected to vacate the premises within fifteen minutes of the end of a licensed period. After midnight (unless the event is New Year's Eve) only those helping to clear up the Parish Hall should be on the premises. Failure to comply with this will result in forfeiture of your deposit.

Safety

- The Parish Hall has a No Smoking Policy.
- In the event of a fire, the Parish Hall should be evacuated in an orderly manner using the appropriate exits and the Fire Brigade called by dialling 999.
- The exact location of the nearest telephone, fire exits and fire extinguishers (see Hall Map displayed in the Foyer of the Hall) must be noted before the Parish Hall is occupied and the manner of opening Fire Doors should be made known to your guests. (A sketch plan showing these is shown on the following page).
- Please use the trolleys provided for moving chairs and tables in order to avoid injury. Please stack chairs and tables in the storeroom in the manner shown on the notice.
- The Parish Hall's health and safety file (Accident Register) is lodged with the Premises Manager.
- A first aid box is located in the entrance areas adjacent to the Main Hall and Recreation Hall and in the kitchen for the Small Hall.

Power Circuits/Heating

The heating controls are located in the Chair Store for the Recreation Hall only. Do not adjust individual radiators/heaters as this will result in the Parish Hall being too cold or hot for subsequent users. Failure to switch off heating/water heaters may result in the Damage Deposit being forfeited. Other circuits are timed to turn off at 11.45pm. Please warn your guests, band or disco of this.

Consideration for Others

Please ask your guests to leave quietly at the close of your event. Car doors banging and loud talk in the car park are disturbing to local residents.

Please do not use drawing pins or sellotape on the walls or other surfaces, use blu-tack if you need to put up notices or decorations. Do not fix decorations near light fittings or heaters.

Please leave the village hall clean and tidy and take all waste/rubbish home. In particular we ask you to ensure table tops are wiped clean before being stacked in the cupboard.

Faults/Damage/Comments

Please report any faults or damage to the Premises Manager as soon as possible so that they can be rectified quickly. The Premises Management Committee welcomes comments or observations that you may have about your hire of the Parish Hall.