

RODBOROUGH PARISH COUNCIL
GENERAL HIRING CONDITIONS FOR GROUPS

1st April 2010

Preamble:

The management of **Rodborough Community Hall** is vested in Rodborough Parish Council. A hirer is any person, group or organisation hiring the Community Hall.

1. Use of the Community Hall:

Use of the Community Hall and its facilities is subject to the following rules and, in the case of hirers, to the conditions incorporated in the hiring agreement.

2. Equal opportunities:

The Community Hall shall be open to all members of the community regardless of race, nationality, gender, sexual orientation, age, disability, religious or political beliefs or marital status.

3. Applying to use the Community Hall:

- (a) Application to use of the Community Hall shall be made to the Clerk.
- (b) The right to refuse any application for the use of Community Hall facilities is reserved to Rodborough Parish Council provided that the Clerk reports his/her action to the next meeting of the Council with valid reasons. The Council may refuse an application to use the Community Hall's facilities if the use by a particular association or individual presents a risk of public disorder or of alienating the Council's beneficiaries or supporters. In any circumstance of doubt, the Clerk shall report the matter to the Council, and shall not confirm the letting without the agreement of the Council.
- (c) All arrangements for the use of the Community Hall facilities are subject to Rodborough Parish Council reserving the right to cancel bookings when the premises are required for use as a Polling Station or are rendered unfit for the intended use
- (d) All bookings are confirmed on receipt of the Hire Fee and payment of the damage deposit.
- (e) You are required to pay a damage deposit before the event which will be returned after the event if the council is satisfied that you have observed all the conditions of hire and if there is no damage. The deposit will be banked and returned to you as a cheque.
- (f) Bookings for the pitch will not be accepted when the hall is already booked.

4. Hours of opening:

Facilities at the Community Hall are normally available for the use between the hours of 8am and 11pm on weekdays, and 8am and 11.30pm on Saturdays and Sundays. In exceptional cases, these hours may be extended on application to the Parish Council. An application for a Temporary Extension will have to be made to Stroud District Council. Hirers should ensure that all attendee leave the premises as quietly as possible when leaving the premises and be considerate of local residents living nearby.

5. Maximum capacity:

The Community Hall has a maximum capacity of 120 people (87 seated at tables) which includes helpers and performers. On no account can these figures be exceeded. Please note that these figures are subject to annual review at the April Council Meeting.

6. Safety requirements:

All conditions attached to the granting of the Community Hall's Premises Licence, or other licences shall be strictly observed. Nothing shall be done to endanger the users of the building, or invalidate the policies of insurance relating to it and to its contents. In particular:

The hirer is the responsible person in terms of the Fire Safety Regulations 2006. Please note the following:

- (a) Obstructions must not be placed in gangways or exits, nor in front of emergency exits, which must be immediately available for free public egress;
- (b) Hirers should familiarise themselves with evacuation procedures and are responsible for ensuring the building is evacuated safely in the case of an emergency.
- (c) All regular groups are expected to co-operate in the fire drills which are arranged at varying times in order to familiarise users with evacuation procedures.
- (d) The emergency lighting supply must be turned on during the whole time the premises are occupied, and must illuminate all exit signs and routes.
- (e) Fire fighting apparatus should not be tampered with and only used for its intended purpose;
- (f) The Fire Brigade must be called to any outbreak of fire, however slight, and details of the occurrence shall be given to the Clerk;
- (g) Performances involving danger to the public are not allowed. Examples of these include hypnotism and pyrotechnics. If in doubt please consult the clerk.
- (h) Highly flammable substances must not be brought into or used in any part of the premises.
- (i) Hirers must not use internal decorations without the consent of the Clerk;
- (j) Hirers must obtain permission of the Clerk before using electrical or heating appliances on the premises.
- (k) Hirers are advised that the Parish Council does not provide a First Aid Box for general use. Each group using the premises is required to make its own provision;
- (l) All electrical equipment brought into the building must comply with the Electricity at Work Regulations 1989. Rodborough Parish Council disclaims all responsibility for all claims and costs arising from the use of any such equipment.
- (m) Telephone contact: Hirers are advised to have access to a mobile phone throughout the event in case of emergency, as there is no public phone on the premises. The nearest public phones are at the top of Walkley Hill and at the Butterrow Hill end of Rodborough Lane.

7. Supervision:

The hirer or person in charge of an activity must be over 18 years of age and shall remain on the premises for the entire period of hire or duration of the activity. S/he must not be engaged in any duties or activities, which prevent him/her from exercising general supervision.

When the premises or any part of them are used for the purpose of public entertainment, there must be a minimum of two persons, both of whom are over 18 years of age, on duty where fewer than 100 people are attending the entertainment. The number of adults required is increased in the following circumstances:

- (a) Where 100-120 people are present – to three adults;
- (b) When the majority of those present at the entertainment are less than 18 years of age, and/or when many people with disabilities are expected to attend, the numbers of adult supervisors required will be increased. See section 8.

8. Safety of vulnerable people:

The Council will only permit regular activities or bookings involving children under eighteen years of age and/or vulnerable adults, when it is satisfied that the relevant provisions of the Children Act 1989 including CRB checks are in place and any conditions required by the County Council and Ofsted where appropriate, are complied with before giving such permission. In the case of one off events, it is the responsibility of the hirers to ensure that only properly qualified people have access to the children, and that these people will at all times be in control of the children who are on the premises for the activities concerned.

Children's parties must have the following ratio of adults to child:

- Where any child attending is under 8 years old the adult to child ratio will be a minimum of 1 adult for every 5 children under the age of 18 years.
- Where the youngest child attending is 8 years old or over the adult to child ratio will be a minimum of 1 adult for every 10 children under the age of 18 years.
- For teenagers' parties a minimum of 4 adults over the age of 30 years old will be required.

Hirers running events involving people with disabilities should ensure that there are enough helpers to ensure that all those attending can be evacuated safely in an emergency.

9. Supply of food and drink and use of the kitchen:

Only people who are qualified under the Food Safety Act 1990 (Food Premises [Registration] Regulations 1991) and who have satisfactorily undertaken any relevant training required by the Council's Environmental Health Department shall be permitted to handle food on the premises. Such people must at all times observe the Code of Conduct displayed in the kitchen. Hirers must provide their own towels, tea towels, aprons, washing up liquid, sanitising fluid, antibacterial surface cleaner and refuse sacks.

10. Barbeques and fires

These are not permitted anywhere in the premises or grounds of the Community Hall, except for regular hall users who may apply to run a barbeque. In this event a qualified Fire Warden must be on duty during the event.

11. Intoxicating liquor:

No intoxicating liquors are permitted to be bought or sold on any part of the premises without the express permission in writing of the Council, whose consent must also be obtained prior to seeking any Temporary Extension, Occasional Licence or Permission for the sale of alcoholic liquor.

12. Music in the Community Hall:

The premises are licensed with the Performing Rights Society for the performance of copyright music etc which covers **Council events and private functions**, not events where a charge is made to the attendees.

The Hirer will be responsible for informing the Clerk of the any type of music, video, film or DVD to be used on the premises. This is to assist with meeting the licensing requirements of the Performing Rights Society, and in the event that any additional costs are incurred by the Council due to the hirer breaching the Hire Agreement these costs will be met by the Hirer.

Where a charge is made to attendees for an event or activity, Hirers must ensure they have the correct licences to play music or show videos, films or DVDs.

The Council's licence with Phonographic Performance Ltd. (PPL), **does not** cover the performance of recorded music by regular or one-off hirers of the premises, who must consult the Clerk before making arrangements for the use of recorded music. It is the responsibility of any independent user group which uses recorded music in its activities to check if it requires a licence from PPL and, if so, to obtain one.

The Licence does not cover events held in the grounds. Please ask for details if you intend holding an event with music, dancing, theatre, film or alcohol outside of the Community Hall.

13. Betting, gaming and lotteries:

Hirers of the premises must do nothing to contravene the law relating to betting, gaming and lotteries. All Hirers responsible for functions held in the Community Hall must ensure that the requirements of the relevant legislation are strictly observed.

14. Stage plays:

The Council must be given at least 12 weeks notice of a stage play production, so that the appropriate licence may be obtained from the Local Council, which itself requires 12 weeks notice.

15. Storage:

The Hirer must obtain the Council's permission before goods or equipment are left or stored at the Community Hall. The Clerk is authorised to grant permission for the overnight storage of goods and equipment brought to the Community Hall for a particular function or event. Storage will not normally be charged for where the hall is hired for the same period.

16. Loss of property:

The Council cannot accept responsibility for damage to, or the loss or theft of, Community Hall users' property and effects.

17. Car parking:

Car parking must not obstruct the entrance to or exits from the Community Hall or Pitch. Users of the Community Hall should avoid undue noise on arrival and departure.

18. Nuisance:

- (a) Litter must not be left in or about the Community Hall premises.
- (b) Except in the case of trained registered assistance dogs, dogs shall only be permitted on the Community Hall premises in connection with organised activities such as dog training or dog shows.
- (c) Hirers and organisers of events in the Community Hall are responsible for ensuring that the noise level of their functions does not interfere with other activities within the building or cause inconvenience for the occupiers of nearby houses and property.

19. Cleaning, rubbish removal and security:

All Hirers must ensure that all furniture and equipment is returned to its original position. Doors and windows on the premises must be secured as advised. All users shall also leave the premises and grounds in a clean and tidy condition. All Hirers must remove their rubbish from the buildings and grounds at the end of the booking. Hirers must ensure that the alarm is set and the main door locked on leaving the premises.

20. No Smoking:

There is a No Smoking Policy applicable to the whole of the Community Hall.

21. Water Usage

The hall water is metered. If users wish to use the outside tap and/or a hose, the clerk must be informed in advance and additional charges may apply.

22. Keys

These can be collected from the Parish Office before the event Monday to Friday 9am to 12noon and must be returned directly after the event to the Parish Office.

23. Return of Deposit

Deposits will be returned where appropriate by cheque after the keys have been returned. Where a deposit is not returned in full an itemised bill of charges will be provided. The minimum fee deducted is £5.

24. Cancellation by hirers

Where changing room hire is cancelled with less than 24 hours notice where the heating is on there will be a £5 cancellation charge.
All other cancellations will forfeit the full hire charge.

25. Cancellation by the Parish Council

The Parish Council maintain the right to cancel the hall hire in the following cases:

1. To ensure health and safety
2. In an emergency where the hall is required as an Emergency Centre.

WARNING

NOISE NUISANCE

Please be aware that it is the person hiring the hall who is responsible for ensuring that people attending your event do not cause unnecessary noise or nuisance to local residents and other users of the site.

In the event of verified complaints reported to the police or Stroud District Council the full damage deposit will not be returned.