

Conditions for the hire of Costessey Centre facilities

Payment for Hire of Facilities

1. Payment for hires should be in full and in advance. Block bookings must be paid one month before the first booking. Cheques should be made payable to 'Costessey Parish Council'. A £60 deposit will be charged in addition to the hire fee for all parties, dances and large events. This deposit is returnable if the premises are left in a satisfactory condition. Costessey Parish Council reserves the right to increase any charges levied on notification one month in advance of the increase. **Only the facilities specified on the application form should be used.**

Cancellation of Bookings

2. Hirers may cancel bookings at any time by informing the Parish Clerk or the Caretaker. If the cancellation is made within two weeks of the booked date, no refund will be made. In other cases, including cancellations made within seven days of the date of any variation of charge notice, hire charges will be refunded less a deduction of 25% to cover administration costs. All refunds are at the discretion of the Parish Clerk.

Collection of Keys

3. Hirers should collect the keys (if appropriate) from **the Parish Clerk's Office at the Centre**. Under no circumstances should the keys to any premises be retained by hirers overnight. The keys should be collected and returned immediately after use through the letterbox in the main door if the centre is unattended.

Hirers' Responsibilities

4. Hirers are responsible for:-

- (a) Ensuring all the lights, taps and gas heating appliances are turned off before leaving the premises, except that, if the heaters are turned on when you arrive, please turn them down to "1" before you leave. A charge of £10 will be levied if the heaters are left on incorrectly. Alterations to lighting are prohibited.
- (b) Ensuring all windows are closed and external doors locked when leaving the premises
- (c) Leaving the toilets in a clean and tidy condition
- (d) Paying for any damage which occurs whilst they are on the premises or as a result of their neglect of (a), (b) or (c) above.
- (e) Leaving all chairs and tables in the place where they were found unless alternative arrangements are requested by the Parish Clerk or the Caretaker prior to hire.
- (f) Considering the needs of neighbours at all times, but particularly in the evenings, with regard to the noise and general conduct of those present.
- (g) Ensuring that no nails, tacks, screws, etc are driven into, nor adhesives fixed to, the walls, floors, ceilings, furniture or fittings. The use of party-poppers and similar items is expressly forbidden. Any decorations erected by the hirers must be removed after use.

- (h) Ensuring that footwear likely to damage the floors is not worn. Sensible footwear should be worn in the building.
- (i) Ensuring that any spillage is immediately cleaned up with the cloth and mop kept in the kitchen, to avoid the floor becoming sticky or slippery.
- (j) Ensuring that all litter and all property belonging to them or those present is removed at the end of the period of hire. In addition to the retention of any deposit (see paragraph 1) Costessey Parish Council reserves the right to levy an additional charge if the premises are left in such a condition as to require additional work for the Caretaker or if it incurs charges itself for the removal of rubbish or repairs to fixtures and fittings.

Limitations on Hire

5. **Under 18s** Functions organised for those under 18 years of age must be supervised by a responsible adult at all times

6. **Alcohol** No alcohol must be sold either directly or indirectly on the premises unless hirers have obtained, with the permission of Costessey Parish Council, a temporary events notice direct from South Norfolk Council. This notice must be sought at least ten days before the event takes place. Bars must be set up in the areas provided.

7. **Music** No music of any kind is permitted after midnight and no live music or discotheques are allowed on Sundays. Breach of this condition may constitute a breach of the licensing laws. In the event of such a breach the hirers shall indemnify Costessey Parish Council against any resultant loss and/or liability including legal costs. The hirers and those present shall not infringe any copyright or performing rights and the hirers undertake to indemnify Costessey Parish Council against costs for any infringement.

8. **Food preparation**. Where food and/or drink is prepared or served the hirers must ensure it is done in a way which complies with the Food Safety Act of 1990 or any subsequent addition or amendment to that Act. A leaflet about this can be provided on request.

9. **Security Gates** The gates to the Costessey Centre and car park are usually locked at 11pm and people attending events must be off the premises before then. If the event finishes after 11pm, hirers must make arrangements when the event is booked for the gates to be locked later. Hirers will then be given a time by which all those present must have vacated the premises. The gates will not be opened again until 6.30am.

10. **First Aid** Hirers must provide their own first aid equipment.

11. **Advertising** Hirers must not advertise functions by attaching posters to local trees.

12. **Bouncy Castles** Hirers wishing to provide a bouncy castle must seek permission beforehand from the Parish Clerk and provide evidence of the requisite insurance.

13. **Smoking** Smoking is expressly forbidden in any of Costessey Parish Council's premises under legislation making it illegal to smoke in enclosed spaces. Hirers will be held responsible for anyone found smoking whilst they are hiring any Council premises.

14. **Barbecues** Barbeques are not permitted on any part of the Council's premises, which includes the whole of the car park and the recreation ground, unless express permission has been given.

Fire Regulations and Emergency Action Plan

15 All hirers have a legal duty **(a) before their event or function takes place**, to be aware of the fire regulations relating to the premises hired and what to do in the event of fire; and **(b) at the event or function**, with regard to the safety of everyone present, to ensure that everyone is similarly aware.

(a) At the event or function, hirers must:

1. Ensure that that the ban on smoking is understood and enforced and that there are no naked flames (eg.candles), unless specifically authorised and controlled.
2. Decide who will take charge in the event of an emergency and who will be responsible for the specific actions referred to in Section (b) below.
3. Ensure that everyone knows where the emergency escape routes are, bearing in mind that some exits not normally used might be needed to be used in an emergency, and that all these are kept clear. Fire exits are all clearly marked.
4. Ensure that everyone knows the safe place to assemble outside the building so that a check can be made and everyone be accounted for. The safe place for these buildings is in the car park near to the main entrance gate.

(b) On finding a fire:

1. Raise the alarm by shouting "Fire" and by breaking the glass on the Fire Alarm points, which will cause a buzzer to sound and the lights to flash, or by any other safe means.
2. Call the emergency services and ensure someone is delegated to meet them.
3. Evacuate the premises in an orderly fashion as quickly as possible, ensuring that anyone with disabilities is helped as required and that any children are controlled.
4. Check all rooms, including toilets, kitchen area and cloakrooms (if it is safe to do so), to ensure that no one is left on the premises.

(c) A list of DON'Ts for everyone:

1. Do not try to fight the fire unless it is very small and within your power to do so using the extinguishers and other equipment available.
2. Do not wait to collect your belongings when leaving the premises – only take those immediately to hand
3. Do not try to re-enter the premises once you have left for any reason until you are told by someone in authority that it is safe to do so.
4. Do not give assistance to the emergency services unless specifically asked to do so.

The hirers undertake to pay for any damage by fire to the property of Costessey Parish Council if caused by neglect or default by them or those they have responsibility for.

Costessey Parish Council

16. Costessey Parish Council shall not be liable for any injury (including injury resulting in death) or damage to or loss of property, which shall or may occur to, or be sustained by, the hirers, the hirers' assistants, servants or agents, or others entering on the property in the exercise or purported exercise of the arranged hire (except injury or damage as may occur by reason of the neglect of Costessey Parish Council or its servants or agents acting within the scope of their authority). The hirers will indemnify and keep indemnified Costessey Parish Council, its servants, and agents from and against all action, proceedings, costs, damages and expenses in regard thereto and also from and against all other liability, claims, demands, proceedings, costs, damages and expenses in respect of injury to persons whomsoever (including injury resulting in death) and damage to or loss of property whatsoever, which may arise from, or in the consequence of the exercise, or purported exercise, of the hiring.

17. Costessey Parish Council's representative(s) shall have the right of entry to the premises at all times, notwithstanding any arrangements concluded as a result of the hire.

18. Costessey Parish Council reserves the right to terminate the hiring immediately if in the opinion of its representative(s) or agent it is expedient to do so as a result of unruly, abusive or inconsiderate behaviour.

19. Costessey Parish Council accepts no responsibility for any goods, equipment, property, etc. which is in use on, left on, or stored at, the premises by any hirers.

20. Costessey Parish Council reserves the right to change, alter, or add to these conditions as circumstances dictate.

Revised November 2009