

Conditions for the Hire of the various Parish Facilities

1. Payment for Hire of Facilities

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 (teenage and above), all dances and all large events. This deposit is returnable if the hall concerned is 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.

2. Cancellation of Bookings and Refunds

Hirers may cancel bookings at any time by informing the Parish Clerk. 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.

3. Collection of Keys

Hirers of Breckland Hall or the Owen Barnes Room

Keys should be collected from **Mrs Regan Summerson-Gray at 49 Breckland Road, New Costessey, Norwich NR5 0RW (Tel: 01603-745216 or 07729-240418)** The keys are kept in a locked box and instructions for obtaining or replacing them are as follows:

- a. The grey metal box is situated to the left of the front door inside a wooden box
- b. Please press the button marked C
- c. After this please enter the telephone number for the Parish Office which is 742958
- d. Turn the handle clockwise and the door will open allowing you access to the keys you require. Close the door and turn the handle anti-clockwise to lock. **Please make sure the door is fully secure before you leave**
- e. If at any time you enter the incorrect code press the C button and start again
- f. On returning the keys at any time please repeat steps (a) to (d).

Under no circumstances should the keys to any premises be retained overnight. The keys should be collected and returned immediately after use. Please note that no fees should be left in the key box or posted through the letter box, or left in the rooms hired. Fees should have been paid before hire at the Parish Office in the Costessey Centre.

Hirers of Costessey Centre facilities The Centre is manned Monday to Friday during working hours (approximately 9am to 5pm) by Parish Council staff and at other times by security staff. Most of the rooms required by hirers will be unlocked but any problems can be quickly dealt with on request.

4. Hirers' Responsibilities

4.1 Hirers of Breckland Hall and the Owen Barnes Room 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, ensuring the pilot light stays lit.

NOTE 1: To turn on the gas heater if the pilot light is out, press the RED button and hold it in whilst pushing the ignition switch repeatedly until the pilot light is lit. Continue to hold the red button in for a further fifteen seconds, then adjust the heat setting accordingly (i.e. to "1" if you are about to leave.. A charge of £10 will be levied if the heaters are left on incorrectly.

NOTE 2: To turn on the lights in the Owen Barnes Room, push and then move the slider to the level of brightness required. To turn off the lights, push the slider only. Alterations to all 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 prior to hire. Please do not drag chairs across the floor and ensure that they are not stacked more than four high.
- (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, aerosol streamers, and similar items is expressly forbidden because they damage the floor.. 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 lobby or 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 cleaners or if the Council itself incurs charges for the removal of rubbish or repairs to fixtures and fittings.

4.2 Hirers of Costessey Centre facilities are responsible for:

- (a) Ensuring that all the lights and taps are turned off before leaving the premises and that the toilets are left in a clean and tidy condition.
- (b) Paying for any damage which occurs whilst they are on the premises or as a result of their neglect of (a).
- (c) Complying with (e) to (j) above.

5. Limitations on Hire

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

5.2 Alcohol No alcohol may 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 only be set up in the areas provided.

5.3 Music & TV (inc Audio/Visual) 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. The Parish Council has a licence to receive television signals at the Costessey Centre only. If you need to use the audio/visual equipment available in the Costessey Centre, please let us know when making your application.

5.4 First Aid Hirers must provide their own first aid equipment.

5.5 Advertising Hirers must not advertise functions by attaching posters to local trees. Hirers may advertise on notice boards inside the various buildings at the discretion of the Parish Clerk. No advertising for private events is usually allowed on external Parish Council notice boards.

5.6 Bouncy Castles Hirers wishing to provide a bouncy castle must seek permission beforehand from the Parish Clerk. The hirers are responsible for the actual hire and for ensuring that the relevant insurance is obtained and produced if requested. Bouncy Castles are usually erected, supervised and dismantled by the castle's owner, but if the owner leaves the premises, supervision becomes the responsibility of the hirers. Like all rebound apparatus, bouncy castles should be used with great care and the following safety measures should be carefully checked before use:

- (a) Permission for children to use the bouncy castle should be obtained from the appropriate parent or guardian
- (b) Equipment should be in good order High-sided integral padded walls should be provided on three sides to prevent children falling over the edge on to the ground. The fourth side is open for access and observation.
- (c) A sloping safety apron or thick mattresses should be provided at ground level along the open side and a sufficient number of adults should be situated at intervals to assist children climbing on and off and to prevent them falling over the exposed edge when bouncing.
- (d) The number of children bouncing at any one time should be kept sufficiently low to reduce the possibility of children colliding with each other. Children of a very young age should be carefully supervised since they may not have the awareness of body position and orientation that older children will have. It is therefore advisable to have children of a similar size using the apparatus at any one time.

5.7 Smoking Smoking is expressly forbidden in any of Costessey Parish Council's premises. Hirers will be held responsible for anyone found smoking whilst they are hiring any Council premises. Cigarette bins have been placed near to the entrances to all the Council's premises- please ensure that they are used.

5.8 Barbecues Barbecues are not permitted on any part of the Council's premises, which includes the whole of the car parks and the recreation grounds, unless express permission has been given by the Parish Council. If permission is given, hirers are responsible for removal of all waste, of whatever kind, and for tidying up the general area used.

6. 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 relevant Food Safety or Hygiene Acts or any subsequent addition or amendment to those Acts. Please also ensure that refrigerator doors are kept tightly closed at all times. Nothing sweet should be left on work surfaces in the kitchens as this attracts ants. For health and safety reasons, if urns are used, please leave any remaining water in the urns for cleaning staff to empty.

7. Security Gates

The gates to Breckland Hall and Longwater Lane recreation grounds and car parks are usually locked at 10.30pm Sunday to Friday. People attending events must be off the premises before then. On Saturdays, if the event finishes later than this, hirers must make arrangements with the Parish Council 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. Once locked, the gates will not be open again until 6.30am the following day.

8. Fire Regulations and Emergency Action Plan

All hirers have a legal duty **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 **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 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 all premises is in the car park near to the main entrance gate.

(b) On finding a fire:

1. Raise the alarm by shouting "Fire" and, in Breckland Hall and the Owen Barnes Room, 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. Hirers of Costessey Centre facilities should inform the security staff in the first instance if possible.

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. The lift in the Costessey Centre must not be used.
4. Check all rooms, including toilets, kitchen areas 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 items 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.

9. Costessey Parish Council

9.1 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.

9.2 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.

9.3 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.

9.4 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.

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