

RINGLAND PARISH COUNCIL

Village Hall, The Street, Ringland, Norwich NR8 6JA

Tel: 07355004437 email: ringlandvillagehall@gmail.com website: www.ringlandpc.info

BOOKING CONFIRMATION AND CONTRACT

Please complete the sections, sign and return a copy
Please read and retain a copy for your own records.

HIRER DETAILS			
Name:			
Address:			
Contact number:			
Organisation: (if applicable)			
DATES/DAYS OF USE			
TIME	From		To
TYPE OF FUNCTION/ACTIVITY (State type of hire)			

Your attention is drawn to the attached conditions of hire, which you are asked to read before signing the declaration below.

You are advised to take out insurance in respect of your group's activities, where appropriate, to protect those who attend your events. **If hiring equipment for your function, please check operator's insurance details.**

You must provide your own first aid equipment.

You must also familiarise yourselves with the action to be taken in the event of an emergency – see Fire Action Notices at exits. Further details are attached to this form and are also displayed in the premises.

NO PART OF THE PREMISES IS LICENSED FOR THE SALE OF ALCOHOL.

THE WHOLE OF THE BUILDING IS NO SMOKING.

AGREEMENTS FOR LONG-TERM HIRE OF THE PREMISES WILL BE REVIEWED ANNUALLY AND RENEWED AS APPROPRIATE.

DECLARATION

I wish to hire the above facilities as indicated, and I agree to abide by the conditions of hire, which I have read.

Signed:	Date:
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Please return your completed form to:

Clerk to Ringland Parish Council to parishclerkringlandpc@gmail.com or post to Ringland Parish Council, 12 Seton Road, Taverham, Norwich, Norfolk, NR8 6QE

How to pay:

BACS/Electronic Payments to:

Sort code 60-15-31 Account No. 68509596

Please make all cheques payable to:

Ringland Parish Council

(Use your Surname with VHall (if possible) as the reference)

Clerk to Ringland Parish Council to parishclerkringlandpc@gmail.com or post to Ringland Parish Council, 12 Seton Road, Taverham, Norwich, Norfolk, NR8 6QE

PRIVACY NOTICE – The information supplied in respect of the booking will be used for the sole purpose of the hire and will be kept for the minimum period required to carry out the hire and for the financial year to which it relates.

The legal basis we rely on to process your personal data is article 6(1)(b) of the GDPR, which allows us to process personal data when this is necessary to fulfil the contract with you.

You can find out more about how we use your data from our “Privacy Statement” which is available from our website www.ringlandpc.info or obtained by email from the Clerk.

RINGLAND VILLAGE HALL CONDITIONS OF HIRE – Please keep for reference

1. RESPONSIBILITIES

As a hirer of these premises you are responsible for:

1. ensuring that a responsible person remains on the premises for the duration of your hire/event;
2. turning off all lights, taps, portable heaters and any other non-essential equipment before leaving the premises;
3. closing all windows and doors when leaving the premises;
4. ensuring that the premises are securely locked when leaving;
5. leaving the premises in a clean and tidy condition, including clearing up of litter and waste materials;
6. taking home any consumables and waste generated by your activities;
7. storing equipment in a way that does not present a risk to other users;
8. clearing up promptly any spillages which could cause a slipping hazard;
9. payment for any damage which occurs whilst your organisation is on the premises, as a result of your activities or of misbehaviour by persons attending them, or as a result of neglect of 2, 3 or 4 above;
10. ensuring that emergency procedures are understood (**see Annex A**)
11. ensuring that emergency exit routes are kept clear;
12. ensuring that all persons attending your event(s) behave in an acceptable manner;
13. designating a person(s) to be responsible for co-ordinating emergency action in the event that this is required;
14. enforcing the no-smoking policy within the building – anyone who wishes to smoke must do so outside;
15. ensuring that times of hire are complied with and any function finishes at 11.15pm and the premises are vacated by midnight
16. ensuring that cars are not parked so as to obstruct emergency access to the premises;
17. showing consideration for neighbours when parking, and in general whilst you are using the premises;

18. carrying out risk assessments for your organisation's activities, and putting in place effective measures to control any risks identified.

2. COMPLIANCE WITH HIRE AGREEMENT

You must not use the premises for purposes other than those stated on the hire agreement, and you must not bring onto the premises anything which might cause harm to any person or the premises, or compromise any insurance policies.

The use of smoke or bubble machines fireworks bouncy castles in any area of the premises is prohibited.

3. INSURANCE

You are advised to take out insurance in respect of your organisation's activities and equipment, to protect those who attend your events and to cover your liability to Ringland Parish Council as hirers of their premises. If you hire equipment for your event, you should check the supplier's insurance details.

4. LIABILITY

Ringland Parish Council shall not be liable for any injury (including injury resulting in death) or damage or loss of property which shall or may occur to, or be sustained by, any member of the hirer's organisation whilst on the premises (except injury or damage as may occur by reason of the neglect of Ringland Parish Council representatives or agents). The hirer shall indemnify Ringland Parish Council against all action, proceedings, costs, damages and expenses in respect of injury to persons and damage to or loss of property which may arise from the activities of the hirer's organisation.

5. PAYMENT ARRANGEMENTS

Payment in full is required at the time of booking. The hire charges are those in force at the time of payment.

6. PROPERTY

Ringland Parish Council accepts no responsibility for any goods, equipment, property, etc. which is used on, left on, or stored at the premises by your organisation. You must obtain permission from the Parish Clerk for any items you propose to store on the premises.

7. CHILDREN AND YOUNG PERSONS

Any parents who bring their children onto the premises will be held responsible for the children's behaviour, safety and welfare.

Functions organised for children or young persons under 18 years of age must be supervised by responsible adults at all times.

You should familiarise yourself with the arrangements for safeguarding of young persons and vulnerable adults.

8. FIRST AID

You must provide your own first aid equipment and also your own qualified first aiders or appointed persons where considered necessary in the light of the activity being undertaken.

9. ALCOHOL

No part of the premises is licensed for the sale of alcohol.

10. SMOKING

The whole of the premises is no smoking. Anyone who wishes to smoke must do so outside. You will be held responsible for anyone in your organisation found smoking whilst they are on the premises.

11. ENTERTAINMENT

The premises are not licensed for public entertainment nor are they covered by an open television licence. Live/recorded music, plays and dances are however permitted between the hours of 8.00am and 10.45pm.

12. FOOD AND DRINK

Where food and/or drink is prepared or served, you must ensure that this is done in a way which complies with current food hygiene and safety legislation.

You must undertake to empty, clean and put away all crockery, cutlery and utensils in their proper places. Any breakages should be recorded in the logbook (see paragraph 17).

13. FIRE REGULATIONS

All hirers have a legal duty to be aware of the fire regulations relating to the premises hired; to know what to do in the event of an emergency; and to ensure that all who attend the event or function are similarly aware.

An Emergency Plan for Hirers is at Annex A to these terms and conditions.

14. ELECTRICAL SAFETY

You must obtain permission from the Parish Clerk for any electrical items which you propose to bring onto the premises for use during events/functions. You are responsible for ensuring that such electrical items, including plugs and leads, are in good condition, and that sockets are not overloaded. You should also visually inspect provided appliances, leads, plugs, etc. before use.

No electrical leads are to be trailed across the floor or doorways unless securely fixed to the floor with appropriate tape to prevent a trip hazard.

15. SAFE HANDLING

If you set up and clear furniture and equipment in the areas used by your group, you should ensure that good lifting and handling techniques are used. You should not attempt to move without help any loads which are too heavy for one person, and should make use of any handling aids provided.

16. ACCIDENTS

If an accident or an incident occurs while you are on the premises, and someone is – or could have been – hurt, you should record this in the Parish Council's accident book, as well as recording it in your own group's accident book if you have one.

17. USER IDENTIFIED ISSUES

If a problem is identified while you are on the premises (e.g. a light bulb not working), you should record this in the Parish Council's logbook so that appropriate action can be taken.

18. CANCELLATION

Regular hirers are required to give a minimum of 4 weeks' notice either of occasional cancellation or termination of the Hire Agreement to avoid charges being made.

If a Private Ad Hoc Hirer wishes to cancel a booking 2 weeks or less prior to the date of the event and a replacement booking is not secured, the deposit paid will not be refunded.

The Council reserves the right to cancel any hiring by written notice to the Hirer in the event of:

- (a) the premises being required for use as a Polling Station for a Parliamentary or Local Government Election or By -Election.
- (b) The Council reasonably considering that:

- (i) such hiring will lead to a breach of legal statutory requirements
- (ii) unlawful or unsuitable activities will take place at the premises as a result of the hiring
- (iii) the premises becoming unfit or unsafe for the use intended by the Hirer
- (iv) an emergency requiring the use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters

In event the hirer shall be entitled to a refund of the booking fee but the parish council shall not be liable to the hirer for any resulting direct or indirect loss or damage whatsoever.

RINGLAND VILLAGE HALL EMERGENCY ACTION PLAN FOR HIRERS

As a hirer of these premises you have legal duties with regard to the safety of the people who attend the meetings and events of your group or organisation.

You should make sure that you know:

- what to do if there is a fire
 - how to warn people
 - how to evacuate people safely
 - arrangements for contacting the emergency services
- the emergency escape routes from the premises (bearing in mind that there are some which you would not normally use, but might need to in an emergency)
- the safe place outside the building where people should assemble following an evacuation, so that you can check that everyone is accounted for

You need to decide for your own group or organisation:

- who will be responsible for specific actions, such as contacting the emergency services, checking all rooms and toilets to make sure that no-one is left on the premises, etc.
- how you will make sure that any people with disabilities are helped from the premises
- how you will deal with people, especially children, once they have left the premises

Everyone who attends your meetings and events should be made aware:

- that there is no smoking allowed anywhere on the premises
- how the alarm will be raised if a fire is discovered
- who will take charge in the event of an emergency
- where the emergency exits are
- where to assemble once they have left the building
- that, in the event of an emergency, they should not stop to collect their belongings but should leave immediately

When your group or organisation is using the premises, you are responsible for ensuring that:

- all escape routes and exits are kept clear
- the no smoking policy is obeyed
- no naked flames are started.