

# **HORNDEAN PARISH COUNCIL**

## **Jubilee Hall Casual Hirers Terms and conditions of hire**



E-mail: [contact@horndeanpc-hants.gov.uk](mailto:contact@horndeanpc-hants.gov.uk)  
[www.horndeanpc-hants.gov.uk](http://www.horndeanpc-hants.gov.uk)

October 2011

## CASUAL HIRERS

### HIRE CHARGES – JUBILEE HALL

Hourly rate - £13.20

Saturday and Sunday bookings after 6.00pm minimum charge of £58.00 for 3 hours  
£14.75 per hour thereafter

**HIRE OF KITCHEN** £5. Kitchen is free for all bookings 3 hours or over.

**DEPOSITS** £200 for discos, parties wedding receptions, dances and functions at which it is expected 40 or more people will attend  
£100 for all other functions

All deposits will be held and are due 7 days from the date of the booking. Payment in full must be received at least 30 days before the date of the event. Deposits will not be returnable if cancellation takes place without reason acceptable to the Council or if the conditions of hire are not complied with. Cheques must be made payable to Horndean Parish Council. If you are paying by BAC's our account details are:

Payment to: Co-operative Bank  
Sort Code: 08-90-81  
Account No. 61511813

**INSURANCE** Casual Hirers who do not have Public Liability Insurance Cover will be covered by the Council's Hirer's Liability; an additional charge of 10% of the hire charge will be made.

The Council reserves the right to cancel any booking, making such refund as it deems appropriate, without necessarily giving any reasons for such action, without any liability for any consequential loss on the part of the hirer.

*The Parish Council takes a serious view of any incidents of physical and verbal abuse towards its staff, and rude and abusive behaviour will not be tolerated.*

## CONDITIONS OF HIRE – JUBILEE HALL

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

The hall will be made available for the hire period only. Users should ensure that when bookings are made setting up and cleaning times on completion are included in the period booked. The caretaker will unlock the hall at the start of your hire and return to lock up at the finish of your hire. They will complete a check list with you at the end of your hire period to ensure you have met the terms and conditions.

The premises must be vacated in the same condition as that in which they were hired, basic cleaning equipment is provided. There will be penalties for failure to observe this condition. The hirer is responsible for all breakages and damage, the cost of which will be deducted from the deposit. Extra charges will be levied if the deposit is insufficient to cover the cost of any damage or of any additional cleaning that may be required.

For discos and parties there must be at least 6 adult supervisors who must patrol continuously both inside and outside the building ensure that all activities are kept within the building and not allowed to extend into the car park or adjacent roads. A continuous watch must be kept on the entrances to prevent gatecrashers. The police must be called, without fail, at the first sign of trouble. Please ensure that the volume of any music you may play is not excessive. Try to keep the windows and doors closed, particularly those on the side of the building nearest to residential property.

The maximum capacity of the hall must not be exceeded:

- 100 people
- 90 people if seated

### Opening Times

9 am – 10.30 pm Sunday – Thursday

9 am – 11pm Friday and Saturday

The premises are not licensed for the sale of alcohol and it is illegal to do so. Alcohol must not be consumed on the premises by any person under the age of 18. Smoking is not allowed in any part of the premises.

Bouncy Castles must not be installed inside or outside the hall. No exhibition, demonstration or performance of hypnotism, mesmerism or any similar act may be given. No entertainment involving special effects (e.g. pyrotechnics, real flames, smoke machines, firearms, strobe lighting, foam parties, lasers etc.) or any sporting event involving special risks or danger may take place. Small birthday cake candles will be permitted. It is illegal to tamper with any items of equipment in the hall, e.g. smoke alarms.

No items to be stored on the premises without the agreement of the Council. The storage of cash, electrical goods and perishable items is not permitted. The Parish Council accepts no responsibility for private property lost or damaged by whatever cause.

## **SAFETY INFORMATION AND EMERGENCY PROCEDURES – JUBILEE HALL**

Exits must be kept clear and accessible at all times

### **Accident Reporting**

Any injury sustained on the premises must be recorded in the Accident Book and reported to the Council Office by the next working day. The Accident Book is kept in the kitchen with the first aid box. If necessary please complete sections 1 -3, detach the form and either hand to the caretaker or deliver to the Council Office. Please return the Accident Book to where you found it.

### **Toilet Facilities for People with Disabilities**

The toilet facility for people with disabilities is fitted with an emergency call alarm. If activated this alarm sounds in the hall and a visual warning is also given. If the alarm is activated please be prepared to go to the assistance of the person using the facility.

### **Telephone Contacts**

The hall has a payphone- in the event of an emergency dial 999

The address of the building is: Crouch Lane, (off Catherington Lane) Horndean PO8 9SU

Should you need to contact the Caretaker during your period of hire the telephone number is 07920841015. Please note any queries during normal office hours should be through the Parish Council Office. Tel: 02392 597766

e-mail: [contact@horndeanpc-hants.gov.uk](mailto:contact@horndeanpc-hants.gov.uk)

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### **IN THE EVENT OF A FIRE OR IF THE ALARM SOUNDS**

- Raise the alarm and call the Fire Service by dialling 999, giving the location as Jubilee Hall, Crouch Lane (off Catherington Lane) Horndean, PO8 9SU. Leave the building by the nearest available exit
- Do not visit the cloakroom or any other parts of the building and do not stop to collect personal belongings
- Do not run
- Assemble in the car park
- When the Fire Service arrive, let them know where the fire is and what seems to be burning
- Do not re-enter the building until advised to do so by the Fire Service

Hirers are advised to keep a record of all people present in the building so that in the event of an emergency it will be possible to establish that the building has been completely evacuated.

Fire Alarms are tested on a regular basis. If this takes place when you are using the building you will be informed immediately prior to the test. You need not take any action and you will be informed when the test has been completed.

## **EMERGENCY PLAN FOR TEMPORARY RESPONSIBLE PERSONS**

**As the responsible person for the event/ function you have legal duties with regard 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 staff 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
- Specific arrangements, if necessary, for high 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 risk, 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
- Exit doors which are required to be in the open position are secure
- Checking that all escape routes are clear of obstruction and combustibles

**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 will you 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 service
- Who will meet the fire and rescue service on their arrival and notify them of any special risk, e.g. the location of highly flammable materials
- The 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
- 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 materials is kept clear
- Rooms do not become overcrowded
- Noise levels cannot drown out the fire alarm
- If necessary, the number of persons in your premises if limited or controlled

**The above list is for example only and will need to be specific to any particular venue or premises.**