

TERMS & CONDITIONS OF HIRE FOR THE VILLAGE CENTRE, NEW HILL

To hire rooms at the Village Centre go to the Farnsfield Parish Council website or use this link <https://v2.hallmaster.co.uk/Diary/MainPanel/7592> where you can view availability, register as a customer and request a booking or, contact our booking clerk at bookingclerk@farnsfield-pc.uk.

Please make sure you let us know what your booking is for and if you need to use any additional facilities such as a kitchen.

To make a booking you must be 18 or over and you must accept these hire conditions set out below which apply to all areas of the Village Centre. Please note that bookings are provisional until you have received your confirmation email and for new customers your booking cannot be confirmed until you return a signed copy of these terms and conditions to the bookingclerk@farnsfield-pc.uk and paid the booking fee.

I HAVE READ AND ACCEPT THESE TERMS AND CONDITIONS AND THE ATTACHED EMERGENCY PLAN (Appendix A) WHICH EXPLAINS MY RESPONSIBILITIES FOR THE SAFETY OF OTHERS:

NAME:

SIGNATURE:

DATE:

Our privacy notice is available on our website and is available below as Appendix B

General information

1. We reserve the right to close any of our facilities without prior notice if we consider them unfit or unsafe or if they are needed for public business such as a polling station. In these circumstances we will refund your payment.
2. Only the ground floor lower hall is suitable for non-ambulant (wheel-chair bound) users.
3. The Village Centre is not suitable for inflatables such as bouncy castles or for dry ice or smoke machines.
4. Animals, other than guide dogs are not allowed.
5. Take your rubbish away with you and leave the premises clean and tidy ready for the next user.
6. The Lower Hall kitchen has cooking facilities and is charged at £25 per event. The Upper Hall kitchen is suitable for serving and washing up and is charged at £10 per event. The Attic Hall has a small kitchen with washing up facilities which is free to use.
7. You must be considerate to nearby residents when using the premises especially when loud music is being played
8. Permitted numbers must not be exceeded and are:

	<u>Upper Hall</u>	<u>Lower Hall</u>	<u>Attic Hall</u>
Seated	120	60	40
Standing or a dance	150	80	50

9. We have a Performing Rights Society (PRS) licence for the Village Centre. If a Phonographic Performance Limited (PPL) licence is needed for your event you must organise and pay for this yourself.
10. If you intend to sell alcohol, put on plays or indoor sporting events you need to get the relevant licences.
11. We accept no responsibility for any loss or damage to equipment stored on our premises or items brought onto our premises.
12. Key collection is by arrangement with the booking clerk.
13. The premises must be vacated before midnight; music must stop 30 minutes before.
14. Our facilities must not be sub-let.

Charges, payment and cancellation

15. Charges for the Village Centre halls are per hour and are available on our website. Please make sure you book enough time for setting up and clearing away and for entering and exiting.
16. Payment is by bank transfer within 30 days of invoice for regular bookings and 14 days prior to use for ad-hoc bookings; you are responsible for paying all charges incurred.
17. Ad-hoc bookings require a non-refundable £10 booking fee to be paid before the booking is booked
18. Interest at the rate of 2% per month can be charged if payment is delayed by more than 30 days.
19. To cancel your booking email bookingclerk@farnsfield-pc.uk We can charge cancellation fees of 50% up to 21 days before the event and 100% if within 21 days of the event.
20. We can ask for a deposit of up to £300 (payable by bank transfer) which will be returned in full if there has been no damage and no costs for the removal of rubbish or for cleaning. We usually only require a deposit for a party or music event or where an alcohol licence is needed. A refundable £25 key deposit fee may also be requested, the key deposit will not be returned if the key is not returned or is returned late.
21. You must report breakages or damage caused or noticed during your use and leave the facilities, including the curtilage, in a clean, tidy state.

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22. We can charge you for damage caused to the premises or the curtilage during your event or for cleaning or removing rubbish.

Safety

23. You must make sure that appropriate risk assessments have been done and any recommended actions are taken, this might include the appointment of a first aider and you must consider any risks associated with items or chemicals that you store on our premises and make sure they are stored safely.
24. When you hire any of our premises you are the person responsible for the safety of others during your hire period and you need to make sure you have read and understood your responsibilities during and before the event and the emergency evacuation procedures in Appendix A. All users have a duty to consider the health and safety of others and must take notice of the safety signs.
25. The Village Centre is not staffed and does not have fire wardens. It is your responsibility to evacuate the premises in the event of a fire or other incident.
26. If the fire alarm sounds the Village Centre should be evacuated at once to the corner of New Hill and Chapel Lane using the nearest fire exit, under no circumstances should you ignore the fire alarm. Please call the fire brigade using 999. Refer to the Emergency Evacuation Plan, see Appendix A.
27. We carry out fire drills from time to time to make sure our procedures work and you know what to do. This is usually without notice. However, in the case of the elderly or very young we will give a warning a few minutes before the drill.
28. Smoking, e-cigarettes, flares or fireworks are not permitted in our premises.
29. Door guards fire door retainers are installed on some doors where there is a need for the door to be kept open and if the fire alarm sounds Door guards will release and the door will close automatically to stop fire and smoke spreading.
30. Fire exits must not be obstructed even for a short period. Seating arrangements must allow clear access to all exits. We reserve the right to ask for a seating plan.
31. There is a first aid kit on the wall of the Lower Hall, Upper Hall and Attic Room
32. Our ladders are only for use by our trained staff, please don't use them.
33. Do not attempt to change light bulbs or interfere with any of the electrics including the fuse boxes.
34. You must make sure you close all windows, turn off lights and heating and secure the premises when you leave.

Care of the premises

35. You must keep the premises secure at all times and the hirer must be on the premises during the hire.
36. During late bookings the Village Centre entrance doors must be either secured or staffed.
37. You are responsible for setting out tables and chairs and putting them away afterwards in a clean ready to use condition. Tables and chairs must be carried, not dragged, so as not to damage the flooring.
38. You must take care to avoid spillages and clear them up promptly.
39. Barrels and other equipment must be lifted, not rolled or dragged to protect the flooring.
40. There is ramp access at the rear of the Upper Hall if you are bringing in heavy equipment.
41. If you use your own electrical equipment this should be Portable Electrical Appliance (PAT) tested by a competent person.
42. Nailed or studded footwear or stilettos must not be worn at the Village Centre and soft footwear with non-marking soles should be worn for sports. Bare feet are allowed but we cannot be responsible for any infections or injury caused.
43. Ball games, scooters or bikes etc, are not allowed in the Village Centre unless by prior agreement.
44. If you are cooking make sure that the extractor fans are turned on to avoid activating the detectors.

Additional Terms of Hire for the Festive Period (December 22nd 2023 – January 2nd 2024 inc)

45. A deposit will be charged during this period of £150.
46. A hirer needs to inform the Booking Clerk by November 30th at the latest for any hire requests during this period
47. Usual hire times apply, except for New Years Eve which celebrate the incoming New Year whereby an extension is permitted, however any music will finish by 12.15am and the centre will be cleared and vacated by 12.30am.
48. It is the responsibility of the hirer to ensure there are 2 Councillors available (a 2nd who may be called on in case of unforeseen absence of the 1st) available to open up the Centre (turn on heating etc earlier in the day) and close down and undertake checks, the day after the event.
49. The viability of Councillors during this period is solely voluntary and neither should be coerced into being available or staff annual leave not be permitted due to possible booking arrangements.
50. Hirers should make effort to inform nearby residents of any night-time event, party or music event.
51. The premises should be left as found and this include communal areas and toilets.

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Appendix A

Emergency Evacuation Plan and Guide to Fire Safety for Farnsfield Village Centre, New Hill, Farnsfield, NG22 8JN

This Emergency Evacuation Plan and Guide to Fire Safety is to be read and understood by all staff, councillors, contractors, hirers, and those in charge of groups so that they are aware of their responsibilities in relation to fire and emergency incidents. This plan and guide form part of the terms and conditions of hire and a signed copy must be returned to the booking clerk, before hire, to indicate acceptance

Overview of responsibilities

Farnsfield Parish Council is responsible for keeping this plan up-to-date and ensuring that the premises are compliant with fire safety regulations.

The Village Centre is not staffed and does not have fire wardens. Rooms are let, usually to regular groups, and it is the host or the person in charge of the group who is responsible for the safety of anyone attending their event or session. The person in charge of the group or event has a legal duty with regards to the safety of those persons assisting or attending the event. Contractors should make sure they are aware of these procedures.

Before the event the person in charge should make themselves aware of the emergency procedures detailed below. They should make sure they know the limitation on the numbers of people allowed at the event and should have made provision to monitor the numbers by, for example, issuing numbered tickets or using an attendance clicker. They should consider if any help or training is needed in following the procedures and evacuating the premises.

At the start of the event or function the person in charge should check that all escape routes are clear of obstructions and combustibles and tell those present

- that smoking, including electronic cigarettes, is not allowed inside or outside
- who is in charge (yourself or your nominee)
- that in the event of a fire or emergency incident an audible alarm will sound and the strobe lights will flash
- that in the event of the alarm sounding or the strobes flashing they should leave the premises taking only valuables immediately to hand other belongings
- the location of exits and escape routes and the assembly point
- not to reenter the premises until the Fire & Rescue Service give their permission.

During the event or function the person in charge should ensure that

- escape routes and exits do not become blocked and doors are NOT wedged open (note that Dorgard™ mechanisms are fitted to some doors, and these will release in the event of the fire alarm sounding)
- the no smoking, no electronic cigarettes and no fireworks policy is adhered to no naked flames are started (unless authorised e.g. candles)
- where naked flames are present that combustible material is kept clear
- the limitations on the number of persons are adhered to
- noise levels cannot drown out the fire alarm.

The person in charge of a group must make sure that a Personal Emergency Egress Plan (PEEP) is prepared in consultation with the individual and with Farnsfield Parish Council for any-one that needs help in getting out of the upper floors of the premises, bearing in mind that if there is a fire the ramp access at the rear of the premises might not be accessible from all parts of the premises. The upper floors are not considered suitable for non-ambulant (wheelchair bound) persons.

Emergency Procedures

IF IN DOUBT – GET OUT! DON'T ASSUME IT'S A DRILL

Fire action signs are sited around the premises with the location of the assembly point and instructions on what to do on the discovery of fire or hearing the fire alarm.

If you discover smoke or flames raise the alarm by breaking the glass in the nearest fire alarm call points. The alarm will sound automatically. If it fails shout FIRE FIRE.

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Make a 999 call. The Fire and Rescue Service will ask for information, such as

- the name of the person making the call and a contact phone number
- the premise name and address and
- brief details of the Fire Incident if possible.

The main purpose of the Fire Extinguishers provided around the premises is to assist with the means of escape where the route is impeded by a fire. Although you may be trained in the use of fire fighting equipment, you are **NOT** expected to fight fires.

In a loud clear voice ask people to leave the premises the way they came in if possible and if this is not possible point out the nearest emergency exits and route. If you can, close windows and doors as you go. Do a visual check for anyone who may need help, especially less abled people and unaccompanied children, and direct others to provide assistance. Quickly check the toilets, landings and corridors, stage and kitchen areas but consider your own safety at all times and refrain from taking unnecessary risks.

Go to the assembly point at the junction of **New Hill and Chapel Lane** and try to establish if everyone is accounted for. Go yourself or send someone to the main entrance to meet the fire service and await further instructions.

If you hear the alarm, leave the premises the way you came in or by the nearest available exit. The person in charge of your group will take control of the evacuation. Do not stop to collect personal belongings walk to the nearest fire exit and leave the premises, proceed to the assembly point do not attempt to re-enter the premises until you have been authorised to do so by either the Fire and Rescue Service even if the alarm has stopped.

False Alarms

Treat all alarms as an emergency until the hazard status has been confirmed otherwise by the person who operated the alarm or by someone in authority. The Fire & Rescue Service will attend and someone will need to meet them. The following procedures are to be followed in the event of a false alarm and will be coordinated by the person in charge

- the alarm signals will be left activated until the premises have been evacuated
- the person in charge will inform the Fire & Rescue Service that the alarm is false
- on arrival of the Fire & Rescue Service, follow their instructions
- the alarm panel should only be reset on authority of the Fire & Rescue Service

Fire Safety Training

Fire safety training is given to new employees and will include

- the significant findings of the Fire Risk Assessment report
- general fire awareness on how fires can start and develop
- an understanding of the fire alarm system to avoid false alarms
- the importance of keeping fire doors shut and of maintaining clear exit routes
- the location of the assembly point
- location of fire extinguishers and their use and of exits and emergency routes
- action to be taken on discovering a fire
- actions to be taken in the event of a fire alarm sounding.

The Clerk to the Parish Council is responsible for making sure that training takes place and is recorded in the Fire Safety Log.

Refresher training will be done periodically.

This document should be regarded as training for responsible persons in charge of groups.

After an incident

Gas and electricity supplies may need to be isolated to prevent re-ignition. The gas cut off is in the Library Annex, Room 1. The electricity cut off is in the Library Annex, Room 2. The keys to access the gas and electricity supplies are in key safes outside the relevant rooms.

If needed, engage contractors to shore up unsafe structures and secure the premises.

Additional welfare, medical and catering arrangements may have to be provided where possible to alleviate the distress caused to staff, visitors or relevant persons.

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Appendix B Privacy Notice

Farnsfield Parish Council is registered with the Information Commissioner's Office (ICO) as a data controller for the purposes of processing personal data and is committed to complying with the data protection law as defined in the Data Protection Act. The processing of personal data is governed by legislation including the General Data Protection Regulation (GDPR). Our Data Protection Policy is available on our website or from the Clerk.

This privacy notice is available on our website or from the Clerk. It will be reviewed periodically and if it changes we will let you know.

Your personal data – what is it?

Personal data is information about a living individual from which they can be identified, such as a name, video, email, or address. Identification can be directly using the data itself or by combining it with other information. We are required to issue a privacy notice explaining what personal data we hold, the reason for holding it, where it came from and when it will be deleted.

Reason for holding and processing personal data

We only collect information about you that is necessary and we only process it for the purpose it was collected. We do not use profiling, automated decisions, or sell your data to third parties. We do not pass your data to third parties except when required to do so to fulfil our legal obligations, for example, HMRC.

We only hold and process personal data where we have a lawful basis as defined by GDPR and detailed below:

- For hirers and suppliers our lawful basis is "contract".
- For employees, councillors, volunteers, both present and former and job applicants our lawful basis is "legal obligation".
- For members of the public who participate in our working or user groups our lawful basis is to carry out our statutory and discretionary powers and so is "public task".
- For other personal data which usually comes as correspondence from residents our lawful basis is "public task" to carry out our statutory and discretionary powers.
- For personal data captured on CCTV, our lawful basis is 'legitimate interest'.

Your rights and responsibilities

You can contact us about your personal data that we hold if you believe:

- that your data is not being processed for the purpose it has been collected
- that the information we have about you is incorrect, you should contact us so that we can update it and keep your data accurate

• that we should no longer hold your personal data, you can request that we delete it. Our **Records Retention Schedule** is available on our website or from the Clerk.

You have the right to request access to the data we have on you using our **Subject Access Request** which is available from the Clerk or from our website.

Contact details for queries or complaints

Farnsfield Parish Clerk at clerk@farnsfield-pc.uk or Village Centre, New Hill, Farnsfield, NG22 8JN Phone: 01623 882884

Or The Information Commissioners Office casework@ico.org.uk Phone: 0303 123113