

TERMS & CONDITIONS OF HIRE FOR FARNSFIELD PARISH COUNCIL FACILITIES

To hire rooms at the Village Centre or the football facilities at the Acres 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 the Village Centre and the football facilities at the Acres. 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

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 full 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	50
Standing or a dance	150	80	40

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. Charges for the football facilities are per session and are available on our website.
17. 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.
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.
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. Dorgards 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 Dorgards 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 in each kitchen/hall.
32. Please report any accidents to the booking clerk and complete an accident report form.
33. Our ladders are only for use by our trained staff, please don't use them.
34. Do not attempt to change light bulbs or interfere with any of the electrics including the fuse boxes.
35. You must make sure you close all windows, turn off lights and heating and secure the premises when you leave.

Care of the premises

36. You must keep the premises secure at all times and the hirer must be on the premises during the hire.
37. During late bookings the Village Centre entrance doors must be either secured or staffed.
38. 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.
39. You must take care to avoid spillages and clear them up promptly.
40. Barrels and other equipment must be lifted, not rolled or dragged to protect the flooring.
41. There is ramp access at the rear of the Upper Hall if you are bringing in heavy equipment.
42. If you use your own electrical equipment this should be Portable Electrical Appliance (PAT) tested by a competent person.
43. 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.
44. Ball games, scooters or bikes etc, are not allowed in the Village Centre unless by prior agreement.
45. If you are cooking make sure that the extractor fans are turned on to avoid activating the detectors.

Football specifics

46. It is your responsibility to check that the football pitch is playable before a match.
47. The goal posts at the Acres are fixed, no other equipment is provided.
48. Line marking of the football pitch is carried out under contract by N&SDC grounds team.
49. There is a designated parking area at the Acres, please do not park beyond this.
50. Football boots must be removed before entering changing rooms and mud removed outside the building. You are not allowed to clean boots inside the changing rooms or in the showers or sinks.

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Appendix A

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

The purpose of this emergency plan is to ensure that people in the Village Centre know what to do and can evacuate safely in the event of a fire or emergency incident.

This emergency plan is based on government guidelines and is to be read, understood, and followed by all staff, councillors, contractors, and those in charge of groups so that they are aware of their responsibilities for safety. The emergency plan forms part of the terms and conditions of hire and a signed copy must be returned to the booking clerk, before hire, to indicate acceptance.

The Village Centre is provided with a comprehensive electrically operated fire alarm and detection system which is remotely monitored. In the event of the alarm being triggered a phone call is made to the persons on the call out list in order until contact is made. Once a fire is confirmed the person contacted will make sure the fire service is called.

Our risk assessment has identified that the upper floors of the Village Centre are not suitable for non-ambulant (wheelchair bound) persons due to the limitations of the exits and therefore wheelchair bound persons are restricted to our ground floor.

Overview of responsibilities in relation to this plan

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

The Clerk as the nominated member of staff responsible for Fire Safety is responsible for

- Ensuring that the list of contacts for the fire alarm monitoring is up to date.
- Ensuring that the findings of the Fire Risk Assessment are shared with staff.
- Ensuring that fire drills are completed and are recorded in the Fire Safety Log.
- Ensuring that contractors working on site have received this plan.
- Making sure that staff training takes place and is recorded in the Fire Safety Log. Fire safety training is given to new employees, is refreshed periodically and will include
- General fire awareness on how fires can start and develop such as the risk from cleaning chemicals and storage of combustible materials.
- An understanding of the fire alarm system and how to avoid false alarms.
- The importance of keeping fire doors shut and of maintaining clear exit routes.
- The evacuation procedures and the location of the assembly point.
- Location of fire extinguishers and their use and of exits and emergency routes.
- Actions to be taken on discovering a fire including how to raise the alarm.
- Actions to be taken in the event of a fire alarm sounding.

The Village Centre is not staffed and does not have fire wardens. Rooms are hired out 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 at or attending the event.

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.

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 that fire exits can be opened and tell those present

- That smoking, including electronic cigarettes, is not allowed inside or outside.
- Who is in charge (yourself or your nominee) and who will call emergency services.
- That in the event of a fire or emergency incident an audible alarm will sound and the strobe lights will flash and that if this fails you will shout FIRE, FIRE instead.

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- That in the event of the alarm sounding or the strobes flashing they should walk to the nearest fire exit (point the exits out), leave the premises and proceed to the assembly point taking only valuables immediately to hand.
- The location of exits and escape routes and the assembly point.
- Not to reenter the premises until the Fire & Rescue Service give their permission, even if the alarm has stopped.

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

- Escape routes and exits do not become blocked.
- Fire doors must be kept shut as they are important for containment of fires. Dorguard™ mechanisms are installed on some doors and this allows the door to be held open legally. The Dorguard™ will release when the fire alarm sounds and the fire door will close. Please note that loud music can also cause the Dorguard™ to release. Doors should never be wedged open.
- No smoking, no electronic cigarettes and no flares or fireworks policies are adhered to.
- No naked flames are started (unless authorised e.g. candles) and 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.

Emergency Procedure

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

Fire Action Notices are sited adjacent to every manual fire alarm call point and emergency exit 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**.

Make a 999 call. The Fire and Rescue Service will ask the name of the person making the call and a contact phone number the premise name and address and brief details of the 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 by the nearest safe exit. If you can, close windows and doors as you go. Do visual checks for anyone who may need help, especially less able 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.

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.

After an incident

The person in charge or their nominee should meet the emergency services and inform them of any risks known to them such as highly inflammable materials

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. Keys to these rooms are in emergency key safes outside the relevant room.

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 with particular regard to children and anyone vulnerable.

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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