



BOX PARISH COUNCIL RULES COVERING THE HIRE OF THE PAVILION

SMOKING is not permitted anywhere within the building

ACCESS

Unless advised otherwise, keys will be signed out to all regular users. User groups must not allow keys to be passed to other users. Keys for casual hirings will be obtainable from the Parish Council and all keys to be returned to the Parish Council after the event. The cost of any replacement keys will be charged to the hirer.

HEATING AND HOT WATER

USERS MUST NOT ALTER THE SETTINGS OF THE HEATING AND HOT WATER.

The Box Parish Council Climate Action Plan (R1 adopted September 2021) states that it will take all practicable measures to aid nature recovery and reduce energy use and carbon emissions in its own activities, in the council offices and facilities such as The Pavilion, and maintenance of buildings and land for which the Council is responsible.

The policy incorporating carbon reduction and environmental protection applies to all users of Box Parish Council's facilities, and must be communicated to guests attending events that take place in Parish Council's facilities.

Please use the crockery and glasses provided; users should not bring and use single use plastic.

Please take any waste and recyclables away with you to dispose of appropriately. For larger events, appropriate recycling facilities must be provided on site.

Please use the biodegradable cleaning products provided by the Parish Council.

Please consider reducing the carbon impact of events and activities where possible. This may include reviewing transport options - cycling, taking public transport, car sharing - trying to eliminate any food waste, and giving consideration to using local suppliers, reducing meat and dairy products.

USE BY SPORTS GROUPS

ALL football boots, trainers etc. must be removed BEFORE entering the pavilion. Excess dirt must be swept up from the changing room floors and the showers, sinks and floors washed and cleaned before leaving the building.

EQUIPMENT

Any articles or additional equipment brought into the Pavilion for social events must be removed not later than 10 am the following morning. NO PAVILION PROPERTY SHOULD BE REMOVED FROM THE PREMISES WITHOUT PERMISSION.

Please provide your own tea towels and check with the Parish Council before using any of your own electrical items.

Use of projector and screen is available subject to payment of a refundable deposit. Please provide your own extension leads.

FIRE EXITS, SIGNS AND EQUIPMENT

No chairs or other obstructions must be placed in front of the Emergency Exits. The FIRE EXIT signs must remain. It is the law (Fire Order) that each event has a "Responsible Person" – that person must make themselves aware of the location and use of the Fire Fighting Equipment, Fire Notices and Escape Routes. They should also note the location of the power supply. The Accident Book can be located in the kitchen. Reference should be made to the Box Parish Council Fire Policy. The fire assembly point is up by the side of the tennis courts.

NOTICE BOARDS

Parish organisations are welcome to place notices of forthcoming events on the Notice Boards. Please remove these when the event is over. The Management Committee reserves the right to remove notices. Please do not cover any Management Committee notices as these are required by law.

NOISE, CRIME AND DISORDER

Any user group or casual hirer must control the noise levels so as to not cause a nuisance to neighbouring properties. The hirer must contact the local police at the first sign of any crime or disorder.

PUBLIC SAFETY

The hirers should be aware of their responsibilities to comply with the Licensing Act 2003, Health and Safety etc.

CHILD PROTECTION

The hirer is responsible for the protection of children in their care. Under the Child Protection Policy the hirer must ensure that no child under 18 consumes alcohol on the premises. Reference should be made to the Box Parish Council Child Protection Policy.

KITCHEN

Please read the Food Handling rules displayed in the kitchen.

HEALTH AND SAFETY

Reference should be made to the Box Parish Council Health and Safety Policy available via the Parish Council Office.

LEAVING

Before leaving the hirer must make sure that all the rooms that have been used are clean and tidy – floor swept, furniture put away etc. and showers and toilets cleaned. Note that Environmental Health regulations stipulate that any washing up should be done and any unrecyclable rubbish placed in the bins provided. Any recyclable or excess rubbish should be taken home.

The hirer must ensure that all doors and windows are firmly closed and ALL LIGHTS, INCLUDING THE EXTERNAL LIGHTS, AND TAPS ARE OFF.

Before locking up please make sure that the building is empty.

DISCLAIMER

The Parish Council cannot be held responsible for any loss or damage to any personal property taken or stored in the building. Personal property will not be covered by the Parish Council's insurance. The Management Committee accepts no responsibility for articles left on the premises, nor for any personal accidents or injuries.

If in doubt about any of the above, please contact:

Mrs. Margaret Carey
Clerk to the Box Parish Council
Council Offices. The Parade
Box Corsham. Wilts

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Tel: 01225 742356. Email: mailbox@boxparish.org.uk

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