

Terms and Conditions of Hire **Hemlock Community & Sports Pavilion** **Community Room & Kitchen**

1.0 Safety

There is no gas in the building all kitchen appliances and heating are electric.

The building is regularly checked to ensure the fire alarms and emergency lighting is working as intended. All exits from the building have fire door escape handles.

In accordance with current legislation, the hirer will be deemed wholly responsible for the observance of fire and evacuation procedures in the event of fire breaking out. He/she should fully acquaint him/herself with the General Emergency Evacuation Procedure document included as part of the booking process. A copy will be available in the building by the Fire Alarm.

- Please ensure that all exits are always kept clear during the event.
- Internal fire doors should not be jammed open.

2.0 Accidents and Emergencies

All accidents should be dealt with in the normal way using NHS services if required. Incidents should be recorded in the first aid book and all emergencies **MUST** be reported to the Clerk to the Parish Council.

Emergency access to the playing fields is via the dropped kerb at the rear of the car park. It is the Hirer's responsibility to ensure this is kept clear at all times.

3.0 Noise

We understand the purpose of the hire is likely to be for social purposes but we would ask that the hirer is aware of the potential impact on neighbours, especially in the evening, and will take appropriate action as necessary if this becomes a problem.

4.0 Safeguarding

The responsibility for safeguarding is with the Hirer. However our policy requires at least two adults must be in attendance at any children or teenage function.

5.0 Heating

The Hall has electrical Central Heating installed. This is set to come on at the times the Hall is normally in use during the winter/colder months. If the building is not warm enough please report it so we can learn. The heating will remain on during the whole of your booking period at a temperature of 21 Degrees. If you have other requirements, please let us know via the booking process.

6.0 Cleaning – The hall should be left as it was found

The community hall and kitchen should be left in a clean and tidy condition. Cleaning equipment can be found in the storeroom opposite the Kitchen and under the sink cupboard.

- All furniture returned to its storage point.
- Crockery and kitchen equipment should be cleaned and returned to the cupboards.
- The kitchen floor should be wet mopped if any spillages have taken place.
- The hall vinyl floor should be swept, and any spillages should be cleaned using the minimum amount of water, as excess water will result in permanent damage to the floor.

7.0 Disposal of Rubbish

Rubbish should be disposed of in one of the 3 external bins. There is one for general use, one for cardboard & paper and one for plastics. If you have more rubbish than fits into the dustbins or glass waste you must take this away with you. Please allow time when booking for setting up and cleaning up the hall.

8.0 Insurance

Please note if bouncy castles or other equipment's are used at the hall we cannot be held responsible for any accidents that result from their use. Separate insurance should be arranged by the hirer as required.

9.0 Alcohol policy

NOTE: Our Planning Approval specifically prohibits the sale of alcohol on the premises.

As such this venue is not suitable for events where **alcohol is sold**.

This venue is more suited to events where moderate amounts of alcohol may be consumed as part of a private celebration or social event i.e. christenings, children's birthdays, social clubs, etc.

Lockington Village Hall, which is also operated by the Parish Council, does however have a bar and stage facilities for such events and we would encourage you to take a look via their website hemlock-pc.gov.uk which contains all the necessary information.

10.0 Additional notes to Hirer:

- Please ensure no damage to the walls through the use of drawing pins or blue tac to be put on any of the walls in the hall. If there are any requirements to decorate the hall please contact the administrator who can meet you there to discuss options.
- All damages must be reported and paid for.

Authorised by: Hemlock Community & Sports Pavilion Management Committee