



Chedgrave Parish Council

APPENDIX I ROOM USERS AGREEMENT

CONTRACT OF HIRE

TERMS & CONDITIONS OF SAFFRON HOUSING TRUST MEETING ROOM FACILITIES

IMPORTANT NOTICE

All room users must have approval from Chedgrave Parish Council prior to any change to the purpose for which the room is hired.

Chedgrave Parish Council shall not be liable for any injury (including injury resulting in death) or damage to or loss of property, which shall or may occur to, or be sustained by the user, his assistants or others entering on the property in the exercise or purported exercise of the arranged usage (except injury or damage as may occur by reason of the neglect of Saffron Housing Trust.) The user will indemnify and keep indemnified Saffron Housing Trust from and against all action, proceedings, costs, damages and expenses in regard there to and also from and against all other liability, claims, demands, proceedings, costs damages and expenses in respect of injury to persons whomsoever (including injury resulting in death) and damage to or loss of property whatsoever which may arise from, or in the consequence of, the exercise or purported exercise of the hiring.

You are permitted to use the room hired purely for the purposes agreed with Chedgrave Parish Council and upon the terms of this Agreement. You shall have no other right to occupy the premises hired to you.

Chedgrave Parish Council shall have the right to terminate this Agreement at any time at which point you must vacate the premises immediately removing all of your possessions.

1. The hirers responsibilities: -

Chedgrave Parish Council Tel: 01508 528310, E-mail: chedgrave.pc@gmail.com

- 1.1 Ensuring all the lights, taps, heating and food preparation appliances, especially cookers and microwaves are turned off before leaving the premises. Unless specified by Chedgrave Parish Council.
- 1.2 Ensuring all windows are closed, blinds are down, and external doors are locked when leaving the premises.
- 1.3 Payment for any damage occurring whilst the hirer is on the premises or as a result of hirers neglect of 1.1) or 1.2) above.
- 1.4 Leaving the premises clean and tidy including leaving all chairs and tables in the place where they were found unless alternative arrangements have been requested.
- 1.5 Ensuring that any electrical equipment, including cables and leads taken into the premises are safe and fit to be used. *Electrical equipment will usually require a safety check known as a PAT test before it may be used in any Saffron controlled property. We can advise on how this can be arranged and what tests are appropriate.*
- 1.6 Collecting the keys and returning them immediately after the hire to the specified keybox.
Under no circumstances should the keys be retained overnight unless prior alternative agreement has been made with Chedgrave Parish Council.
- 1.7 Key holders - If you are permitted to retain a set of keys for this building, you are responsible for these and if lost you will be charged for replacement keys and where necessary lock changes. All keys will be signed for and returned immediately if the contract of hire is terminated.
- 1.8 The hirer must read the safety information appendix I (as attached.)
- 1.9 The hirer will be responsible for or will nominate somebody to take charge of the emergency evacuation process as detailed in appendix I.
- 1.10 Please consider neighbours at all times, but particularly in the evenings.
- 1.11 Payment for hire should be in full and in advance. Cheques should be made payable to: Chedgrave Parish Council
- 1.12 Block bookings are required to pay fees one month in advance unless other arrangements have been arranged with the Chedgrave Parish Council.
- 1.13 You must not use the premises for any purpose which may be illegal or cause any nuisance, damage, annoyance or inconvenience or disturbance to any other person
- 1.14 Alcohol must not be sold on these premises unless a licence is obtained and a copy provided to Chedgrave Parish Council. Alcohol must only be consumed inside the premises.

- 1.15 Music is not permitted after 11pm and music for entertainment requires a Temporary Event License which Chedgrave Parish Council shall have no liability to organise.
- 1.16 If licences are required for gaming activities where tickets will be sold, such as prize draws, lotteries, raffles etc, advice and information about licences, including purchasing a licence can be obtained from South Norfolk Council's Licensing Department Permission must be given from Chedgrave Parish Council for the premises to be used for this purpose.
- 1.17 The user undertakes to pay for any damage to the property of Saffron Housing Trust, including damage by fire or water through neglect or default by hirer.
- 1.18 Nails, tacks and screws, etc. shall not be driven into, or adhesives (including Blu-Tack) fixed to the walls, floors, ceilings furniture or fittings. Any decorations erected by the hirer must be removed after use.
- 1.19 Footwear likely to damage the floors must not be worn. Any spillage on the floors can lead to it becoming slippery. All spillage should immediately be cleaned up.
- 1.20 Any rubbish must be removed by the hirer at the end of the session.
- 1.21 All equipment or personal items belonging to the hirer must be removed or moved to the agreed storage facilities at the end of the session.
- 1.22 Any alteration to the lighting is prohibited.
- 1.23 Chedgrave Parish Council shall not be liable for any injury (including injury resulting in death) or damage to or loss of property, which shall or may occur to, or be sustained by the user, his assistants or others entering on the property in the exercise or purported exercise of the arranged usage (except injury or damage as may occur by reason of the neglect of Chedgrave Parish Council). The user will indemnify and keep indemnified Chedgrave Parish Council from and against all action, proceedings, costs, damages and expenses in regard there to and also from and against all other liability, claims, demands, proceedings, costs damages and expenses in respect of injury to persons whomsoever (including injury resulting in death) and damage to or loss of property whatsoever which may arise from, or in the consequence of, the exercise or purported exercise of the hiring.
- 1.24 Saffron Housing Trust's staff or contractors and Chedgrave Parish Council shall have the right of entry to the premises at all times, notwithstanding any arrangements concluded as a result of this application.
- 1.25 Saffron Housing Trust and/or Chedgrave Parish Council reserves the right to terminate the hiring immediately if in the opinion of its representative it is expedient to do so as a result of unreasonable, abusive or inconsiderate behaviour or failure to comply with the terms of this agreement.
- 1.26 Functions organised for those under 18 years of age must be supervised by a responsible adult at all times.

- 1.27 Chedgrave Parish Council accepts no responsibility for any goods, equipment, property, etc., which is in use on, left on or stored at the premises by any users of the premises.
- 1.28 Food preparation. Where food and/or drink is prepared or served the hirer must ensure it is done in a way which complies with the Food Safety Act of 1990.
- 1.29 It is illegal to smoke in these premises.
- 1.30 A deposit will be charged at the discretion of the Chedgrave Parish Council, in addition to the hire fee for all parties, dances and large events. This deposit is returnable if the hall is left in a satisfactory condition.
- 1.31 Please note the maximum safe occupancy for the room is 100 standing or 54 seated.
- 1.32 Wheelchair users to be made aware they must use the front door for emergency exit, the rear door is not of sufficient width.

2. Room Hire Charges

- 2.1 Hourly room hire charges are to be agreed with Chedgrave Parish Council. Day rates may be available at the discretion of Chedgrave Parish Council.
- 2.2 Saffron Housing Trust and/or Chedgrave Parish Council reserves the right to increase any charges levied on notification one month in advance of the increase.

3. Termination of bookings

- 3.1 Saffron Housing Trust and Chedgrave Parish Council reserve the right to cancel any pre – booked session on notification in exceptional circumstances i.e. elections or major repairs. But will endeavour to accommodate the lost session at the nearest, mutually agreed date.
- 3.2 Pre – booked sessions may only be changed or exchanged by the agreement of Saffron Housing Trust or the Chedgrave Parish Council.
- 3.3 Termination of pre-booked, block sessions can only be terminated by either party giving one month's notice in writing.

4 Booking Details

Appendix II

IMPORTANT SAFETY INFORMATION FOR HIRERS OF THIS ROOM

Please familiarise yourself with the Conditions of Hire document. The responsibilities placed on you in that document and the procedures included here are designed to ensure the safety of all during the period of the hire.

1. Emergency Evacuation Procedures

- 1.1 When you first arrive at the building, make sure that that you know all routes out of the building and where the assembly point is. Do not allow escape routes to become blocked. The assembly points are located outside the front and rear exits. Regulations allow a maximum of 100 standing or 54 seated occupants within the building at any one time. Wheelchair will need to use the main entrance for escape as the alternative exit may be too narrow.
- 1.2 Brief all other persons on arrival who will be using the building during the period of your hire on the routes to safety and location of the assembly points.
- 1.3 In the event of the alarm sounding, help marshal other persons out of the building, especially any elderly or others with restricted mobility.
- 1.4 Check toilets, kitchens etc. and other rooms if it is safe to do so.

Fight small fires only with the extinguishers provided if it is safe to do so and, you are trained in the use of fire extinguishers.
- 1.5 Alert the fire brigade by calling 999 and giving the address as: **The Brian Clarke Meeting Room, Grebe Drive, Off Mallard Close, Chedgrave, Norwich NR14 6JB**
- 1.6 Make sure that no-one re-enters the building until told that it is safe to do so by a fire officer.

2. Key safety responsibilities for hirers of this building

- 2.1 Before leaving the building, check that all lights, heating appliances etc. are turned off. Make sure that all taps are turned off unless otherwise told.
- 2.2 Check that all cookers and other food heating devices are switched off and that no flammables are near to hot surfaces.
- 2.3 All areas of this building are non-smoking; it is a criminal offence under The Smoke Free (Premises and Enforcement) Regulations 2006 for any person to smoke in this building. It is your responsibility to ensure that no persons smoke in this building.
- 2.4 Secure all doors and windows on leaving the building.