



# Water Orton Parish Council

County of Warwickshire

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## Booking Enquiry Form

<b>Proposed date/s of event:</b>  Please provide your preferred event date/s – you may also provide alternative dates in case your first choice is unavailable, please list in order of preference	
<b>Time of Event</b>  Please provide the times you will require the room to be opened and closed –ensure you include time to set up the room and clear away	
<b>Event Details</b>  Please provide details of your event, including the type of event, approx. numbers attending, details of any entertainment & whether you intend to use tables and chairs etc.	
<b>Name</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Contact Telephone Number</b>	
<b>Email Address</b>	

*NB: This enquiry form does not provide any confirmation of booking, should your booking be accepted you will be provided with a Hire Agreement to sign and return.*



# Standard Conditions of Hire

These standard conditions apply to all hirings of the Pavilion. If the Hirer is in any doubt as to the meaning of the following, the Clerk should immediately be consulted.

## General Rules of Housekeeping

- At least 7 days' clear notice shall be given for any hiring.
- Bookings fees are based on a minimum booking of two hours.
- The building will be unlocked at the time stated on the booking form and must be vacated by the time stated. Fees apply to the entire hire period (including any time required to set up and clear away)
- Tables and chairs are available for use, hirers are responsible for setting up and clearing away any furniture required.
- Hirers must leave the building in a clean and tidy condition (Should additional cleaning be required the Council will recover the cost of this)
- Hirers are reminded to be considerate to our neighbouring properties regarding noise levels and parking.
- No activities are to take place other than those specified on the booking form.
- Smoking is NOT permitted anywhere within the premises. The named hirer is responsible for ensuring that smoking legislation is adhered to.
- The Council reserve the right to request a security deposit from any hirer.

## Supervision

The Hirer shall, during the period of the hiring, be responsible for: supervision of the premises, the fabric and the contents; their care, safety from damage however slight or change of any sort; and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway. As directed by the Clerk, the Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

## Use of Premises

The Hirer shall not use the premises for any purpose other than that described in the Hire Agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol thereon without written permission.

## Gaming, Betting and Lotteries

The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

## Licences

The Hirer shall ensure that they obtain a holds a Performing Society Rights Licence which permits the use of copyright music in any form e.g. record, compact disc, tapes, radio, television or by performers in person. If other licences are required in respect of any activity in the Pavilion the Hirer should ensure that they hold the relevant licence or the Parish Council holds it.

## Public Safety Compliance

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Licensing Authority or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children.

The Hirer acknowledges that they are familiar the following matters:

- The action to be taken in event of fire. (this includes calling the Fire Brigade and evacuating the hall)
- The location and use of fire equipment (include diagram of location when handing over keys)
- Escape routes and the need to keep them clear
- Method of operation of escape door fastenings
- Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.

In advance of any event the Hirer shall check the following items:

- That all fire exits are unlocked and panic bolts in good working order
- That all escape routes are free of obstruction and can be safely used
- That any fire doors are not wedged open
- That exit signs are illuminated.
- That there are no obvious fire hazards on the premises.

## Means of Escape

All means of exit from the premises must be kept free from obstruction and immediately available for instant free public exit. The emergency lighting supply illuminating all exit signs and routes must be turned on during the whole of the time the premises are occupied (if not operated by an automatic mains failure switching device). It is the responsibility of the main hirer, or their nominated responsible person, to familiarise themselves with escape routes, call-points and fire-fighting equipment, and to ensure that all people attending an event are made aware of the evacuation routes and procedures in the event of fire or other emergency.

## Outbreaks of Fire

Water Orton Parish Council politely remind you of the following points if you discover a fire:

- Operate nearest fire alarm point

- Leave the building by the nearest Exit (do not stop to collect personal belongings)
- Report to your assembly point
- Call the Fire Brigade 999

In the event of the fire alarm sounding, the building must be evacuated until the fire-brigade has deemed it safe to re-enter. The Fire Brigade shall be called to any outbreak of fire, however slight, and details thereof shall be given to the Clerk.

## Health and Hygiene

The Hirer shall, if preparing, serving, or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. The premises are provided with a refrigerator.

## Electrical Appliance Safety

The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Where a residual circuit breaker is provided the hirer must make use of it in the interests of public safety.

## Indemnity

The Hirer shall indemnify and keep indemnified Clerk and the Parish Councils employees, volunteers, agents and invitees against:

- a) The cost of repair of any damage done to any part of the premises including the curtilage thereof or the contents of the premises
- b) All claims, losses, damages, and costs in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including the storage of equipment) by the Hirer, and
- c) All claims, losses, damages and costs suffered or incurred as a result of any nuisance caused to a third party as a result of the use of the premises by the Hirer.

The Hirer shall take out adequate insurance to insure the Hirer and members of the Hirer's organisation and invitees against the Hirer's liability (as per the paragraph above) and all claims arising as a result of the hire and on demand shall produce the policy and current receipt or other evidence of cover to the Clerk. Failure to produce such policy and evidence of cover will render the hiring void and enable the Clerk to rehire the premises to another hirer. The Parish Council cannot be held liable for any loss, damage or injury incurred by the Hirer unless the claim arises out of its own negligence. The Council is insured against any claims under these circumstances.

## Accidents and Dangerous Occurrences

The Hirer must report all accidents involving injury to the public to the Clerk as soon as possible and complete the relevant section in the Pavilion's accident book. Any failure of equipment belonging to the

Parish Council or brought in by the Hirer must also be reported as soon as possible. Certain types of accident or injury must be reported on a special form to the local authority. The Clerk will give assistance in completing this form. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

## Explosives and Flammable Substances

The hirer shall ensure that:

- Highly flammable substances are not brought into, or used in any part of the premises and that
- No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the Clerk.
- No decorations are to be put up near light fittings or heaters.

## Heating

The Hirer shall ensure that no unauthorised heating appliances shall be used on the premises when open to the public without the consent of the Clerk. Portable Liquefied Propane Gas (LPG) heating appliances shall not be used.

## Drunk and Disorderly Behaviour and Supply of Illegal Drugs

The Hirer shall ensure that to avoid disturbing neighbours to the hall and avoid violent or criminal behaviour, care shall be taken to avoid excessive consumption of alcohol. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Alcohol shall not be served to any person suspected of being drunk nor to any person suspected of being under the age of 18. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises. No illegal drugs may be brought onto the premises.

## Animals

The Hirer shall ensure that no animals (including birds) except guide dogs are brought into the premises, other than for a special event agreed to by the Parish Council. No animals whatsoever are to enter the kitchen at any time.

## Compliance with The Children Act 1989

The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act of 1989 and that only fit and proper persons who have passed the appropriate Disclosure Barring Service checks have access to the children (checks may also apply where children over eight and vulnerable adults are taking part in activities). The Hirer shall provide the Town Clerk with a copy of their Child Protection Policy on request.

## Fly Posting

The Hirer shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises and shall indemnify and keep indemnified the Clerk accordingly against all actions, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the local authority. Hirers who plan to hold commercial events

should be advised that North Warwickshire Borough Council and Warwickshire County Council do not allow the publicising of these events for periods longer than one week before the commercial event is due to take place and require the immediate removal of such media after the event. Advertising material identified outside of these time frames is likely to be removed by the Highways Agency and destroyed. Please be aware that the placing of publicity material at road junctions deemed to be unsafe and causing distraction will also be removed

## Sale of Goods

The Hirer shall, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organiser's name and address and that any discounts offered are based only on Manufacturers' Recommended Retail Prices.

## Cancellation

If the Hirer wishes to cancel the booking before the date of the event and the Council are unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of the Clerk.

The Clerk reserves the right to cancel this hiring by written notice to the Hirer in the event of:

- The premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election
- The Clerk reasonably considers that:
  - i. such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or
  - ii. unlawful or unsuitable activities will take place at the premises as a result of this hiring;
  - iii. the premises has become unfit for the use intended by the Hirer
  - iv. an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

In any such case the Hirer shall be entitled to a refund of any deposit already paid, but the Council shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

## End of Hire

The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked, and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise the Clerk shall be at liberty to make an additional charge.

## Noise

The Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. The Hirer shall, if using sound amplification equipment, make use of any noise limitation device provided at the premises and comply with any other licensing condition for the premises.

## Stored Equipment

The Council accepts no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property must be removed at the end of each hiring or fees will be charged for each day or part of a day at the hire fee per hiring until the same is removed.

The Clerk may dispose of any such items by sale or otherwise on such terms and conditions as it thinks fit, and charge the Hirer any costs incurred in storing and selling or otherwise disposing of the same should the Hirer fail to pay any storage charges due or remove the items within 7 days after the agreed period has ended in respect of any other property brought on to the premises for the purposes of the hiring.

## No Alterations

No alterations or additions may be made to the premises, nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the premises without the prior written approval of the Clerk. Any alteration, fixture or fitting or attachment so approved should be removed by the hirer who must make good to the satisfaction of the Clerk. If any damage caused to the premises by such removal additional charges to cover the cost of the damage will be payable. Should any alteration, fixture or fitting or attachment approved remain in the premises at the end of the hiring it will become the property of the Council and charges may be made for the disposal of such items and any damage caused by Council employees in removing these.

## No Rights

The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.