

## REGULAR HIRE Terms and conditions of hire

1. A refundable deposit is required for all bookings, which will be returned no later than 7 days after the final session, provided there has been no damage to the Hall, grounds or equipment. Where damage is evident, a deduction will be taken from the deposit to cover reasonable repair costs. See also item 11 below.
2. The Hall shall be vacated after each session in the same condition as at the commencement.
3. Should any of the bins be full at the end of the booking, the rubbish will be transferred to the bins outside.
4. The Hirer is to ensure that any electrical equipment, including gang sockets and extension cables, brought into the Hall are covered by a Portable Appliance Test Certificate (PAT Certificate). The PAT Certificate is to be made available for inspection when required by the Hall management.
5. No flame or smoke is allowed inside as this may set off the fire alarms.
6. Notices or Decorations may only be affixed by agreement.
7. The Hirer unconditionally indemnifies Fernwood Parish Council against any loss or damage to property or injury to persons, however caused, arising directly or indirectly from the use or abuse of property brought into or left in the Hall by the Hirer.
8. The Hirer indemnifies Fernwood Parish Council against death or injury to any person within the area occupied by the Hirer, unless such death or injury is clearly attributable to a defect in the Hall structure or fittings or an error or omission by the Parish Council or its Employees.
9. Fourteen (14) days' notice is required for cancellation of any sessions. Otherwise, the session is chargeable.
10. Charges for the hire of the hall shall be notified to the Hirer each month (unless otherwise agreed) by invoice. The payment of the invoice shall be within 28 days as stated on the invoice. Should the invoice not be paid by the time the next invoice is raised, any discount normally applied will be removed until the outstanding amounts are brought up to date.
11. The entire time of occupation is chargeable. This includes any set-up and clearance time.
12. In the event of a breach of these conditions, the Parish Council may apply any or all, of the following remedies:
  - Cancellation of all future bookings
  - Withdrawal of any discount applied
  - Withholding of a portion of the deposit
13. From time to time, a Fernwood event may require priority over a regular booking. In these cases, at least 14 days' notice will be given and the parties shall consult over alternative arrangements.
14. Fernwood Parish Council will use the information you provide for booking the hall for that purpose and financial audit only. Your personal data will be held in accordance with the Council's Personal Data Retention Schedule.
15. The hirer is aware that CCTV is operated inside and outside the hall. Fernwood Parish Council will use this if the hall is not left in a clean state (when cleaning has not been paid for) or if any damage is found after the hire period.
16. The hirer will follow the fire/emergency instructions and make sure that anyone covering their class/activity/booking is fully briefed in it.

## **FERNWOOD VILLAGE HALL: FIRE / EMERGENCY INSTRUCTIONS FOR HIRERS**

### **Introduction**

In the event of a fire or other emergency, Council staff, if present, will lead and coordinate all required actions. Hirers and all present must follow instructions from Council staff. However, when no staff are present, the hirer (or hirer's nominated event/activity coordinator) will be responsible for taking the necessary actions. The following guidelines are to be followed.

### **1. Determine whether the fire brigade is required.**

**If there are signs or smoke or a fire, call 999 and provide the following information:**

- the address (at the top of this page)
- how many persons are still in the building, if any.
- the location of the fire.
- any additional information which might help the fire brigade.

### **2. Raise the alarm by operating the nearest fire alarm call point.**

### **3. Assist any users/guests who need help, if it is safe for you to do so.**

### **4. Leave the premises by the nearest available exit, closing all doors behind you.**

### **5. Report to the assembly point: the carpark outside of Fernwood Day Nursery.**

### **6. Do not stop to collect personal belongings or allow others to do so.**

### **7. Do not shout or run – this may cause panic.**

### **8. Contact the Caretaker 07920124745**

### **9. Once the fire brigade has completed their investigation, and only after they have declared the building safe to re-enter, allow your guests/users to re-enter.**

**GATE PADLOCK CODE:**