

SELSTON PARISH COUNCIL - TERMS & CONDITIONS OF FACILITY HIRE (2023)

1. Use of the Centres

Use of the Community Centres is subject to the following rules and in the case of hirers, to certain standard conditions incorporated in the hiring agreement.

2. Equal Opportunities

The Community Centres shall be open to all members of the community in compliance with the provisions of the Equality Act 2010.

3. Applying to use the Centres

- a) Application for use of the Centre shall be made to Office Administrator at Selston Parish Hall. Email address: bookings@selstonparishcouncil.gov.uk
- b) The right to refuse any application for the use of the Centre facilities is reserved by Selston Parish Council.
- c) Applications for fundraising or charitable activities on Parish facilities should be accompanied by a letter informing the Parish Council of the intentions of the event. Four weeks after the event a preliminary account should be given to the Clerk followed by a statement of accounts in four months.
- d) All arrangements for the use of the Centre facilities are subject to Selston Parish Council reserving the right to cancel bookings when the premises are required for use as a Polling Station / by local council / for a management committee function /or are rendered unfit for the intended purpose.
- e) Local groups shall normally have priority use of the facilities but all arrangements to hire facilities made from outside bodies will be honoured except as provided for in (d) above.

4. Hours of Opening

The Centre's will be available for the period specified on the booking form.

Hirers are responsible for the hall/rooms hired from the requested opening time to the requested closing time. During this period the hirers must not leave the premises unattended/unlocked. Hirers must be available to sign in and receive the premises from the Caretaker. Likewise, at the close of the booking to sign out and hand over the premises back to the caretaker.

(For example, if the room is booked and charged as 1pm until 3pm the entry time is 1pm and the leaving time is no later than 3pm. This includes setting the room up and clearing away).

5. Maximum Capacity

The Centres maximum capacities are as follows and on no account shall these figures be exceeded:

Selston Parish Hall, Mansfield Road, Selston, NG16 6EE – 200 persons

Selston Old Council Offices, Alfreton Road, Selston, NG16 6DJ – 50 persons

Underwood Community Centre, Church Lane, Underwood, NG16 5SF – 90 persons

Jacksdale Community Centre Main Road, Jacksdale NG16 5JW – 100 persons

6. Safety Requirements

All conditions attached to the granting of the Centre's Premises Licence shall be strictly observed. Nothing shall be done to endanger the users of the building and the policies of insurance relating to it and its contents. In particular:

- a) Obstructions must not be placed in the gangways or exits, nor in front of the emergency exits which must be immediately available for free public access.
- b) The emergency lighting supply must be turned on during the whole time the premises are occupied & must illuminate all exit signs & routes.
- c) Fire fighting equipment shall be kept in its proper place and only used for its intended purpose.
- d) The fire brigade shall be called to any outbreak of fire.
- e) Performances involving danger to the public shall not be held.
- f) Highly flammable substances shall not be brought into or used in any part of the building.
- g) No unauthorised heating appliances shall be used on the premises.
- h) The First Aid box shall be readily available to all users of the premises.
- i) All electrical equipment brought onto the premises shall comply with the current Electricity at Work Regulations. Each item must be Portable Appliance Tested by a certified electrician.
- j) There is a No Smoking policy throughout the building and its surroundings.

7. Supervision

The hirer or person in charge of the activity shall not be under 21 years of age and shall be on the premises for the entire period of hire or duration of the activity. When the premises or any part of them are used for the purpose of public entertainment, there shall be a minimum of two persons aged 21 or over on duty. Any event with children/young persons under the age of 18 requires an adult supervision ratio of 1 adult per 10 children.

8. Licence

The hirer is required to comply with the conditions of the Premises Licence in respect of regulated entertainment, music, dance and sale/supply of alcohol. The use of the premises beyond 12 midnight is not permitted.

The sale of alcohol is a licensable activity under the Licensing Act 2003. Either a Premises Licence or a Temporary Event Notice will be required. Applications for Premises Licences must be submitted to the Local Authority (Ashfield District Council) at least two months before the Event is to take place. Every sale of alcohol made under a Premises Licence must be authorised by a Personal Licence holder.

Temporary Event Notices must be served on the Licensing Authority (Ashfield District Council) and the police at least 10 days before the event(s) are to take place. However, it is recommended that organisers submit the Notice between one and two months in advance of the planned event.

9. Storage

The permission of Selston Parish Council must be obtained before goods or equipment are left or stored at the centre, except when the Centre Manager has authorised overnight

storage of goods & equipment brought to the centre before a particular event. The Council reserves the right to charge for storage and all items are stored at the hirer's own risk.

10. Indemnity and Insurance

The hirers shall indemnify the Council and keep it indemnified from and against all costs, charges, claims, and demands for injury, loss or damage to persons or property arising from the exercise of this right howsoever such injury, loss or damage may be caused, unless due to the negligence on the part of the Council or their staff.

11. Car Parking

All vehicles left in the car parks adjacent to the Council premises are left at the owner's risk.

12. Nuisance

- a) Litter shall not be left in or about the centre premises.
- b) Hirers are responsible for ensuring that the noise level of their function is not such as to interfere with other activities within the building nor to cause inconvenience for the occupiers of nearby houses & property.

It is the responsibility of the hirer to ensure that the letting is properly controlled by appointing stewards or other such responsible persons to maintain order throughout the whole period of letting.

13. Cleaning & Security/Care of Centre

All use of the centre premises & facilities is subject to the hirers accepting responsibility for returning furniture / equipment to their original position and for securing doors/windows of the premises as directed by the caretaker. All hirers shall leave the premises & surrounds in a clean & tidy condition. Stiletto heels or high heel shoes with the protective plastic heel cap missing (i.e. metal tip showing) are not to be worn in the main hall.

Hirers shall reimburse the Council for any damage caused to Parish property.

14. Payment

Hirers will be required to pay a refundable Damage Deposit & the amount will vary depending on the type of event / function being held. The hirer & a caretaker will check the room at the start/finish of hire giving the opportunity to raise any concerns regarding the condition of the room(s).

Full payment of room hire, including damage deposit, must be received at least 10 working days prior to the event / room hire taking place. Failure to pay will result in a declined booking.

Hirers are requested to give a minimum of one week's notice of cancellation, otherwise charges will be imposed. A reduced minimum notice of cancellation of 24 hours' notice will be required in respect of regular user groups (but this is at the discretion of the Clerk/Assistant Clerk).

15. Additional Safety Measures

All hirers must read & be familiar with the Fire Safety Procedures.

All hirers must accept responsibility for the safety of their guests/ anyone attending their function. They must identify & assess any potential risk posed. For large events a written risk assessment must be completed & a copy given to the Clerk.

Suitable bouncy castles are permitted in the centre in the main hall. However, all hirers must accept responsibility for making sure they conform to the safety procedures laid down by the Bouncy Castle Hire Company as the Parish Council cannot accept responsibility. Hirers must also ask to see, from the Bouncy Castle Hire Company, a copy of their Public Liability Insurance & proof that the bouncy castles are maintained, for safety, on a regular basis. Copies must be given to the Parish Council.

It is essential that all access routes, fire alarm panic buttons, gangways, exits & emergency exits are kept clear at all times & free from obstruction. Parents / carers with buggies or pushchairs must ensure that these do not obstruct access to fire alarm panic buttons, gangways, exits & emergency exits.

16. Contacts

Bookings: Gayle Statham, Selston Parish Hall, Mansfield Road, Selston, NG16 6EE.
Telephone: 01773 812012 **Email:** bookings@selstonparishcouncil.gov.uk

Alternative Contacts:

Clerk to the Council: Lisa Simpson, Selston Parish Hall, Mansfield Road, Selston, NG16 6EE

Telephone: 01773 812012 **Email:** clerk@selstonparishcouncil.gov.uk

Assistant Clerk: Tracey Kirkland-Walker, Selston Parish Hall, Mansfield Road, Selston, NG16 6EE

Telephone: 01773 812012 **Email:** assistantclerk@selstonparishcouncil.gov.uk

17. Privacy Notice

This can be found on the Parish Council's website.

Selston Parish Council reserves the right to vary the above conditions of hiring at their discretion.

Selston Parish Council - Facilities Booking Form

Hirer's Name: Organisation:

Address:

..... Postcode:

Email Address:

Tel No (1): Tel No: (2)

Event Description: Date of Event:

Class/Event running times (if appropriate)

*****Minimum Booking is 2 hours - Please include sufficient time for setting up and clearing away*****

Facilities Required:			Arrival Time	Departure Time	Cost
Parish Hall	Main Hall	NG16 6EE			
	Bar Area	NG16 6EE			
	Eleanor Adams Room	NG16 6EE			
Old Council Offices, Selston		NG16 6DJ			
Underwood Community Centre		NG16 5FS			
Jacksdale Community Centre		NG16 -5JW			
Recreation Ground/Pitch					
Total Cost:					
Less 20% Holding Deposit					
Plus, any Damage Deposit					
Balance Due:					

Please provide details of expected number of guests/attendees, number of tables/chairs required:

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Hirer Declaration:

I have read and understood the Terms & Conditions governing the use and hiring of the Community Centre or Recreation Ground and hereby agree to be bound by such conditions.

Applicants Signature: **Date:**