



ST. GEORGE'S HALL COMPLEX HIRE AGREEMENT

MPC Clerk: Rachel Buckle
 C/o The Parish Office
 St. George's Hall Complex
 16 High Street, Methwold
 Thetford, Norfolk IP26 4NT
 Tel: 01366 728 513 / 07340 162 732
 Email: methwoldpc@outlook.com

This page to be completed and returned by the hirer to the Clerk with booking fee plus damage deposit

| THE HIRER | | | |
|---------------------------|---|---------|--------|
| NAME: | | | |
| ADDRESS: | | | |
| TELEPHONE & EMAIL | HOME: | MOBILE: | EMAIL: |
| ORGANISATION | | | |
| DATE REQUIRED | Please List Multiple Dates On Next Page | | |
| TYPE OF FUNCTION/ACTIVITY | Approx. No. In Attendance: | | |
| | | | |

| FACILITY REQUIRED & TIME OF HIRE (Tick as appropriate) | | | |
|---|----------------------------------|---|--|
| FACILITY REQUIRED | 8am – 12.30pm ("Morning") | 1.00pm – 5.30pm ("Afternoon Session") | 6pm – Mid-night ("Evening Session") |
| Main Hall | | | |
| Fenton Room | | | |
| Kitchen | | | |
| Lobby | | | |
| Spencer Room | | | |
| Complete Complex (Main Hall, Fenton Room, Lobby & Kitchen) | | | |
| Car Park Only (Car Boot Sale etc) | | | |
| 21 Room | | | |
| Kitchen | | | |
| Peggy's Room | | | |
| Mini Methwold | 9.30 am – 11.30pm ("Morning") | 12.30pm – 2.30pm ("Afternoon Session") | Out of Hours (Please Specify) |
| Other (Please Specify) | | | |
| Do you wish to use the PA System during event? Yes/No | If So Instruction Will be Given | | |
| Will You Event Feature A Bar? Yes/No | | | |
| If Yes Please Give License Holder Details (See Ts & Cs) | | | |
| Do you intend to have a Bouncy Castle at the Event? Yes/No | | | |
| If yes we will need the supplier's name and insurance details | | | |

| Multiple Dates | Session Time (If different to that listed on page 1) | Function/Activity (If different to that listed on page 1) |
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| CHARGE FOR HIRE (At Current Rate At Time of Booking) | | | | |
|---|-----------|----------------|--------------------|------|
| | Total Fee | Total Enclosed | Amount Outstanding | Date |
| Hiring Fee/s | | | | |
| Damage Deposit (Refundable) | | | | |

PLEASE SIGN DECLARATION

I wish to hire the above facilities as indicated & confirm I have read and agree to abide by the Terms & Conditions of Hire on Pages 3 & 4 of this document.

IN ADDITION: FOR BOOKINGS INVOLVING CHILDREN, YOUNG PEOPLE UNDER 18 & VULNERABLE ADULTS

CHILD PROTECTION STATEMENT

The Hirer accepts full responsibility for ensuring that an appropriate Child Protection Procedure is in place and is observed by all persons on the premises involved with children and young persons under the age of 18 and vulnerable adults during the course of the event for which the premises have been hired.

Signed: Print Date:

Organisation (If Applicable)

Approved By: MPC

This page should be retained by the hirer

TERMS & CONDITIONS

1. **BOOKING:** All booking applications must be in writing on the booking form provided. The person signing this form will be considered the Hirer. Where an organisation is named in the application the organisation will also be considered the Hirer and shall be jointly and severally liable with the person who signs this form.
2. **KEYS:** For One-Off Hires the KeyHolder meets the hirer and opens up for them, then returns at the end of the hire and locks up.
KeyHolder: Wayne Smith mobile tel: 07879 064 176
3. **DAMAGE DEPOSIT:** The Hirer will pay a deposit of £50.00 at the time of booking. This will be returned within 30 days of the event, subject to any sums withheld to meet part of the hire fees or the cost of rectifying damage arising during the hiring.
4. **SUPERVISION & RESPONSIBILITY:** The Hirer will 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 and the behaviour of all persons using the premises whatever their capacity including proper supervision of car-parking arrangements so as to avoid danger to members of the public and obstruction of the public highway.
5. **EMERGENCY ACTION PLAN FOR HIRERS:** As a hirer of these premises you have legal duties with regard to the safety of the people who attend the meetings and events of your group or organisation. As Hirer you are deemed to have accepted your responsibilities to familiarise yourself and any helpers/stewards with the emergency action plan that is located close to the entrances to the complex.
6. **HIRERS ARE RESPONSIBLE FOR ENSURING THAT THE FOLLOWING RULES ARE OBSERVED:**
 - Emergency Action Plan and procedures are understood.
 - No Naked Flames – (Candles etc.) are used during the period of hire.
 - No Illegal Substances are used or brought onto the Council's Premises.
 - The Entrance Foyer/Lobby's are NOT used for displaying goods, placards etc . (In the interests of safety and security, the doors of the Hall Complex should remain closed during the hire.)
 - Before the premises are left, all lights and other non-essential electrical appliances are switched off and plugs are removed from sockets. A fire check should be made, all windows should be closed, internal doors shut and external doors locked.
 - All Rubbish, litter and waste materials including food is REMOVED & TAKEN AWAY (That's Home or to a suitable Refuse Site for disposal) so that the premises are left in a clean and tidy condition.
 - Any spillages must be promptly cleaned up to avoid causing a slip hazard.
 - Equipment must be stored in a way that does not present a risk to others.
 - Ensuring no animals are permitted in the Hall Complex except those designated under Health & Safety regulations as being assistance to disabled persons.
 - All breakages or damage caused are reported to the KeyHolder
 - Furniture or any other items belonging to Methwold Parish Council is Not Allowed to be taken out of the building. Tables etc. are not to be used outside.
 - No posters, decorations or the like are fixed to walls without consent from the Parish Council. If redecoration is required through non-adherence to this rule the charge for decoration will be passed on to the hirer.
 - Carrying out risk assessments for their own activities, and putting in place effective measures to control any risks identified.
- 6a. Hirers and guests are expected to show respect and courtesy to others using parts of the Complex and also to keep noise to a minimum when leaving the premises which are in a residential area.
7. **COMPLETION OF HIRE:** At the end of hiring the Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition properly locked and secured unless directed otherwise by authorised representatives of Methwold Parish Council and any contents temporarily removed from their usual positions properly replaced. All rubbish, litter waste materials including food is **REMOVED & TAKEN AWAY** (That's Home or to a suitable Refuse Site for disposal). Should this not be complied with Methwold Parish Council reserves the right to make an additional charge, which may be deducted from the deposit paid.
8. **CHILD PROTECTION:** In the event that the hiring involves the attendance of children, young persons under the age of 18, and vulnerable adults at the premises, the Hirer confirms, that there will be in place an appropriate Child Protection Procedure. The Hirer agrees to ensure that all adults present on the premises are aware of this Procedure and abide by it. The Hirer confirms that, when necessary under the terms of the Child Protection Procedure, appropriate Disclosure and Barring checks will be carried out in respect of persons involved with children, young people and vulnerable adults on the premises during the course of the hiring.
9. **PARKING:** The hire of the premises does include the use of parking facilities. Methwold Parish Council reserves the right to ask for any cars related to this hiring to be removed or prevented from parking on site due to other concurrent or overlapping activities on site.
10. **EXCLUSIONS:** The Hirer shall not use the premises for any purposes other than that described in the Hiring 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 to bring on to the premises anything which may endanger the premises or any insurance policies connected with the premises.
11. **ALCOHOL:** These are not licensed premises and no alcohol can be sold thereon without a licence from the local authority (The Borough Council of King's Lynn & West Norfolk). Please ensure the Clerk receives a copy of the Temporary Events Licence before the event if having an outside bar. Should the Hirer wish to bring drinks onto the premises for private consumption, written notice of this is to be provided at the time of booking. **UNDER NO CIRCUMSTANCES WILL THE PARISH COUNCIL TOLERATE ANY BREACH OF CURRENT LEGISLATION. The Council will shut down any event where the correct procedure has not been followed and necessary licences held.**

This page should be retained by the hirer

- 13. **ACCIDENTS:** The Hirer must report all accidents involving injury to the public as soon as possible to the Parish Clerk and complete the relevant section in the St. George's Complex accident book.
- 14. **FIRST AID:** The Hirer must provide their own First Aid equipment. In an emergency limited equipment is available in kitchens of the complex and an accident book is kept with each. Please complete and inform the KeyHolder/Clerk
- 15. **LIABILITY:** Methwold Parish Council shall not be liable for an y in jury (including injury resulting in death) o r damage o r loss o f property which shall or may occur to, or be sustained by, any person(s) associated with the hirer of their organisation/event whilst on the premises (except injury or damage as may occur by reason of the neglect of Methwold Parish Council or its representatives). The hirer shall indemnify Methwold Parish Council against all action, proceedings, costs, damages and expenses in respect of injury to persons and damage or loss of property which may arise from the activities of the hirer or any persons (s) associated with the hirer of their organisation / event. Hirers are advised to take out insurance in respect of their event activities, to protect those who attend the event.
- 16. **FOOD:** If food is to be prepared or served and/or if the kitchen is to be used, The Hirer becomes responsible for correct Health and Safety practices under the Food Safety Act of 1990 and any subsequent related regulations.
- 17. **MUSIC:** The Hirer undertakes to satisfy any requirements under performing rights for the performing or playing of live or recorded music. Any Hirer who intends to play music or have a live band agrees to inform Methwold Parish Council in writing at the time of booking. The Hirer undertakes to ensure that all noise is kept to a level such that neighbours of the premises are not unduly disturbed. The Hirer agrees in any event to terminate all loud noise on the premises at 11.30pm.
- 18. **PUBLIC SAFETY:** The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Magistrate's Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays and shall ensure that such events shall not involve the infringement of any copyrights or performing rights.

| | | |
|-------------------|------------------------------------|------------------------------------|
| St. George's Hall | Closely Seated Dancing & Seated | 250 Persons Max 185 Persons Max |
| Fenton Room | Closely Seated Dancing & Seated | 120 Persons Max 90 Persons Max |
| Lobby | Small Meeting | 10 Persons Max |
| Spencer | Small Meeting | 15 Persons Max |
| 21 Room | Closely Seated Dancing & Seated | 120 Persons Max 90 Persons Max |
| Peggy's Room | | 30 Persons Max |
| Mini Methwold | | 36 Persons Max (Including adults) |

- 19. **OCCUPANCY NO.s:** Hirer shall not cause or allow the maximum number of patrons and/or guests admitted to exceed the number specified for the area Hired.
- 20. **PROPERTY:** Methwold Parish Council accepts no responsibility for any goods, equipment, property, etc., wether is in use, left or stored at the premises by the hirer. Hirers must obtain permission from Methwold Parish Council for any items which are to be stored on the premises.
- 21. **CANCELLATION:** IF YOU NEED TO CANCEL A BOOKING OR BOOKING PLEASE CONTACT THE CLERK A.S.A.P.
- 22. **MPC Cancellation Policy:** For "One off" bookings which are cancelled 30+ days prior to date, the hire charge will be refunded less an admin charge of £5. If the booking is cancelled between 29 and 2 days prior to the date 50% of the hire charge less the £5 admin charge will be returned. Cancellations less than 2 days in advance will be liable for the full hire charge.

Organisations with Multiple or Block Bookings who find that they need to cancel at short notice may petition the Parish Council for a reduction or remission of their charge. This will be dealt with when required at the first Full Council Meeting following the date of cancellation.

Methwold Parish Council reserves the right to cancel a hiring in the event of the premises being required for use as a polling station, for a parliamentary or local government election or bye-election in which case the Hirer shall be entitled to a refund of any deposit already paid.

Even if the Hirer has a regular booking for the hire of the premises Methwold Parish Council reserves the right to renew, vary or cancel any such regular arrangements. This right will not be unreasonably enforced.

In the event of the premises or any part thereof being rendered unfit for the use of which it has been hired Methwold Parish Council shall not be liable to the Hirer for any resulting loss or damage whatsoever.

ACCESS: The Hirer shall allow any duly authorised officer of Methwold Parish Council access to the premises or any part thereof at all times during the hiring.

All Correspondence To:
 The Clerk - METHWOLD PARISH COUNCIL
 C/o The Parish Office,
 St. George's Hall Complex, 16 High Street,

Methwold, Thetford, Norfolk IP26 4NT Tel: Office: 01366 728 513 / Mob: 07340 162 732 Email: methwoldpc@outlook.com

EMERGENCY ACTION PLAN

In the event of an emergency Key-Holders to the building are:

- The KeyHolder: Andrew Gibson 07518 063579
- PC Chairman/Hall Coordinator: David Thomas 07887 522 036
- The Parish Council Clerk: Rachel Buckle Office: 01366 728 513 / Mob: 07340 162 732

As a hirer of these premises you have legal duties with regard to the safety of the people who attend the meetings and events of your group or organisation. You should familiarise yourself and others with the safety requirements of the complex as posted immediately inside the entrance doors.

You should make sure that you know:

- What to do if there is fire
 - How to warn people
 - How to evacuate people safely
 - Arrangements for contacting the emergency services
- All the emergency escape routes from the premises
- The safe place outside the building (Car Parks) where people should assemble following an evacuation, so that you can check that everyone is accounted for.

You need to decide for your own group or organisation:

- Who will be responsible for specific action, such as contacting the emergency services, checking all rooms and toilets to make sure no one is left on the premises, etc.
- How you will make sure that any people with disabilities are helped from the premises.
- How you will deal with people, especially children, once they have left the premises.

Everyone attending your meetings or events should be made aware;

- How the alarm will be raised if a fire is discovered
- Who will take charge in the event of an emergency
- Where the emergency exits are
- Where to assemble once they have left the building
- That, in the event of an emergency, they should not stop to collect their belongings but should leave immediately.

When your group or organisation is using the premises, you are responsible for ensuring that:

- All escape routes and exits are kept clear
- No naked flames are lit
- All electrical equipment used on the premises is tested to the current required standards.

SEATING ARRANGEMENTS To comply with Fire Regulations the maximum permitted occupancy is as follows:

- Fire Points
- First Aid Boxes
- Cleaning Tools
- Light Switches

