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## **The Spital Pavilion Room Hire – Terms and Conditions**

### **Conditions of Hire**

#### **1. Application Form**

Applications for hire of the Spital Pavilion are made through the Booking Officer, at The Community Hub, 101 Bondgate, Castle Donington, DE74 2NR, telephone: 01332 810432. Application forms are available on the web site: [www.cdpc.org.uk](http://www.cdpc.org.uk)

The person signing the form will be deemed to be the Hirer and must be over 21.

#### **2. Hire Charges**

The cost of hiring the facilities is dependent on the size and intended use of each of the function rooms. Prices are available on request, plus a refundable minimum deposit of £50 and maximum of £250 is required the amount charged will depend on the type of booking, room usage and use of equipment. In order to secure the booking, **the deposit must be paid via cheque when submitting the completed application form.** A confirmation email will be sent with an invoice/receipt of payment once all the relevant information has been processed.

The deposit will be refunded provided no damage has occurred or excess cleaning is required.

#### **3. Cancellation of a Hire**

Should the Hirer cancel the booking of the facilities within two weeks of the date of the booking, the hire fee will be chargeable unless the facilities are re-let on that particular date.

The Parish Council, through its Clerk, reserves the right to cancel any booking should there be good reason in the Parish Council's opinion. In such a case there will be no charge to the potential Hirer.

#### **4. Permitted use – including lettings involving Licences**

The use made is only for the function as detailed on the booking form.

A Premise Licence is held for the premises for the purposes of Public Entertainment ONLY, not intoxicating liquids, between the hours of 9am and 12 midnight. Any Hirer wishing to sell alcohol will need to apply to the Licensing Authority for the appropriate permission. The Hirer must provide a copy of the said permission prior to the commencement of the event – minimum of two weeks prior to the event. A copy of the licensee's public liability insurance will also be required.

If the requested information is not provided the Parish Council reserves the right to cancel a booked event at any time.

The sale and consumption of intoxicating liquor must cease not later than thirty minutes prior to the time up to which the facilities have been booked, or the time of the Licence.

No event, or part of an event shall take place **outside** of the building without prior agreement of the Parish Council and not past 10.00 pm.

Bouncy castles are allowed but only with a prior agreement from the Parish Council. We would also require, the equipment owner's relevant paperwork, and insurance.

Television/Recordings are allowed in the building as there is a TV licence held by the Parish Council.

The room or hall and surrounding areas should be left in a clean and tidy condition. You may forfeit your deposit if it is not to that standard expected. If there are consistent issues with cleanliness, the Parish Council reserves the right to cancel all future bookings with the hirer, which will also forfeit the deposit.

#### **5. Number of Persons to be admitted**

The maximum number of persons to be allowed in the facilities at any one time is dependent on the area you have elected to hire. Any extra time used or needed will incur an additional charge.

#### **6. Preparation of the Facilities**

Please detail on the booking form any requirements for the number of tables/chairs etc. required and also any instructions for the arrangement of this furniture etc. The Caretaker will be responsible for preparing and cleaning the facilities, but it is expected that they are left in the condition as found on the commencement of the hire period.

To enable this, the Parish Council has provided cleaning equipment in the kitchen; please return the equipment to its original position.

#### **Refreshments**

Refreshments are to be ordered at the time of the booking so that a full cost can be given, unless by prior agreement with the Parish Council. Any refreshments ordered will be chargeable if the event is cancelled unless a minimum of one week's notice is given.

#### **7. Opening and Closing**

The facilities will be opened in time for the commencement of the booking by a member of the Parish Council's staff on duty. Please allow time for the set-up and clear-up in your booking time.

A member of Parish Council staff will attend to lock and secure the facilities at the end of the booked time.

Emergency contact details will be given to the hirer.

The Hirer should ensure that Users keep to the agreed booking time. Any extra time will be charged for at the rates detailed in Item 2.

#### **8. Use of Kitchen**

This is included in the hiring charge depending on which room has been hired). On vacating the facilities, the Hirer is required to check the following: -

- a) All crockery and cutlery has been washed and stored away (as found) in the cupboards.
- b) All surfaces have been wiped clean.
- c) All electrical equipment is left in the state it was hired e.g. if unplugged, and if switches are in the 'off' position. All electrical issues and faults are to be reported to the Parish Council.

**NO CHILDREN** are allowed in the kitchen unless prior agreement has been made (e.g. Scouts/ Brownies), all allowed minors should be supervised at all times when using the kitchen

### **Tea Towels / Rubbish bags**

Black rubbish bags will be supplied for the Hirer/users and will be left with the cleaning equipment in the kitchen. A maximum of two black bags will be accepted, which must be left tied and ready for disposal in the kitchen, except by prior written arrangement with the Parish Council.

In the circumstances that the hiring is to be a larger event whereby additional bins and or/a skip is required, then agreement and permission will be required from the Parish Council. All additional costs for bags, bins and skips for the disposal of the rubbish will be passed on in full to the Hirer.

Tea towels **will not** be provided by the Parish Council for the booked event, so it would be appreciated if the Hirer brings its own to meet its needs (although cleaning materials will be).

### **9. Smoking**

The Council Premises is a "**No Smoking**" area.

### **10. Alcohol**

The facilities are **NOT** licensed for the sale of alcohol. See Item 4 – Permitted Use

### **11. General Security and Use of Premises**

The responsibility for general security of the Community Hub area hire during the time of a booking is the responsibility of the Hirer. Any damage or breakages will be charged to the Hirer. The Hirer must be present and responsible for all activities in the facilities while they are on hire.

Please refer to Item 6 re Opening and Closing

### **12. Insurance/ H&S**

A copy of the Hirer's public liability insurance will be required for all bookings involving groups/clubs and businesses with the exception that the hire is for a private party.

A copy of a risk assessment for ALL (public) event hiring's shall be provided to the Clerk to the Parish Council – no later than two weeks prior to a given event.

If the requested information is not provided, the Parish Council reserves the right to cancel a booked event at any time.

**13. Action in the event of a fire**

Please make sure that all users are aware of the information contained in the attached '**Action to be taken in the event of a Fire.**'

**14. First Aid Equipment**

The First Aid Box is located in the kitchen.

**15. Complaints**

Any complaints should be directed to the Clerk of the Council, Ms Fiona Palmer, at The Community Hub, 101 Bondgate, Castle Donington, DE74 2NR, telephone 01332 810432, email: [clerk@cdpc.org.uk](mailto:clerk@cdpc.org.uk)

## **ACTION IN THE EVENT OF A FIRE**

### **IF YOU DISCOVER A FIRE**

**ACTION 1** Notify all occupants of a Fire by use of the Fire Alarm

**ACTION 2** Attack the fire, only if safe and trained to do so, with appliances provided but **DO NOT** take personal risks

### **ON HEARING THE FIRE ALARM**

**ACTION 3** a) The Hirer or Caretaker will call the Fire Brigade immediately by dialling **999**.

b) When Fire Brigade answers, give information distinctly i.e.

**FIRE AT THE COMMUNITY HUB, 101 BONDGATE, CASTLE DONINGTON, DE74 2NQ**

c) **DO NOT** hang up **UNTIL** the address has been repeated by the Fire Brigade.

**ACTION 4** All attendees will, on being told of a fire, leave the building by the nearest **FIRE EXIT** and report to the assembly point in the car park.

**ACTION 5** Where practicable, each area will be checked and evacuated by the person designated. The Hirer is the designated person for their area.

### **REMEMBER**

- A) REMAIN CALM - DO NOT PANIC.**
- B) DO NOT STOP TO COLLECT PERSONAL BELONGINGS.**
- C) DO NOT RE-ENTER BUILDING UNTIL THE ALL CLEAR IS GIVEN BY THE FIRE OFFICER.**
- D) ONLY USE FIRE EXTINGUISHERS if safe to do so**