

**Terms and Conditions of Room Hire & Pitches Policy & Procedures**

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**Castle Donington Parish Council**

**Terms and Conditions of Room Hire & Pitches Policy & Procedures**

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35. **Venue Hire**

**1. Introduction**

The Parish Council recognises the value of making its facilities available for a wide range of activities. The Parish Council may deem an activity as not suitable; this decision is that of the Clerk to the Council and is final.

The person making the booking will be deemed to be the Hirer and must be over 21.

**2. Responsibilities**

The Parish Council will:

* Ensure the Hirers are aware of their responsibilities for health and safety and emergency procedures.
* The attendance of caretaker throughout the booking will be confirmed if required, depending on the type of booking.

**3. Health and Safety Information to Hirers**

The Parish Council will:

* Advise the Hirer of access and egress points.
* Advise the Hirer of the procedures to be followed in case of fire, highlighting access and egress, fire extinguisher points and fire assembly point.
* Advise the Hirer of toilet locations, and access to drinking water.

The Hirer will be required to:

* Keep a register of people on the building (depending on activity); be aware who and where all participants / attendees are always.
* Familiarise your participants / attendees of fire procedures, evacuation routes and fire assembly point.
* To have public liability insurance for your activity (depending on activity); or for a service/activity brought in for the purposes of the hire. (This is not required for a children’s birthday party, except of the purposes of a bouncy castle, or similar brought in for the purposes of the hire).
* All documentation to be provided no later than 7 days before the beginning of the first booking period.

The Parish Council endeavours to maintain the building to a very high standard, if you have cause for concern about the state of part of the building, please ensure you report this immediately to the Caretaker who has let you have access at the beginning of the hire period.

**4. Permitted Use – Including Lettings Involving Licences**

The hire use is only for that as at agreed time of the original booking, no other use will be permitted.

A Premise Licence is held for the premises for the purposes of Public Entertainment (ONLY, not intoxicating liquids) between the hours of 9am and 11pm. 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 with the Parish Council.

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. (Community Hub Only)

The room or hall and surrounding areas should be left in a clean and tidy condition.

All one-off bookings need to be paid before the event. All regular bookings will be invoices monthly.

Regular booking that use storage within our facilities – see separate storage policy.

Blue tack and Sellotape are not permitted in any buildings. Only white tack is to be used to place decoration on the walls which will leave no coloured residue and must be removed at the end of the bookings.

All facilities have on site parking. All users of the venue must use the designated building parking and NOT park on any grass or blocking gateways.

The Community Hub – to park overnight you will be required to show a pass within you front window as there is restrict overnight parking. If you require to park overnight, we must know before the start of your booking to be able to provide you with a pass.

**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 chosen to hire. This will be agreed at the onset of your booking.

There are standard limitations on numbers for use as determined by the Parish Council fire risk assessment.

**6. Behaviour and public safety**

The Hirer will be responsible for ensuring the preservation of good order for the full duration of the letting and until the premises are vacated. The Hirer will be responsible for ensuring all attendees / participants show consideration to other uses of the facility.

The Hirer shall be responsible for providing adequate supervision to maintain order and good conduct, and where applicable, the Hirer must always adhere to the correct adult/child ratios applicable to their activity.

**7. Preparation of the Facilities**

Please confirm at the time of booking the number of attendees and any requirements for tables/chairs.

The Caretaker will be responsible for preparing and cleaning the facilities before the hire period. 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. This included dustpan and brush, mop, and bucket plus cleaning sprays. Please return the equipment to its original position.

**8. Opening and Closing**

The facilities will be opened in time for the commencement of the booking by a member of the Caretaking Team 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.

**9. Use of Kitchen**

This can be included in booking, for an additional charge as agreed at the time of the original booking.

On vacating the facilities, the Hirer is required to check the following: -

a) All crockery and cutlery have 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

**10. 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 for 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.

**No tea towels** are available; please ensure that you bring your own.

**11. Smoking**

The whole of the Council Premise is a non-smoking area, and smoking is not permitted within the buildings or grounds at any time. This includes E-Cigarettes and Vaping.

**12. Alcohol**

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

**13. First Aid Equipment**

There is no legal requirement for the Parish Council to provide first aid facilities for the Hirer. It is the Hirer’s responsibility to make their own arrangements, which may include the provision of first aid training for their supervising personnel, and the provision of a first aid kit.

The Hirer should advise the Parish Council who is responsible for first aid during the period of hire.

Although there is not legal requirement, the Parish Council does allow access to its general use first aid box, which is situated in a cupboard and ladled First Aid. A member of the caretaker’s team will direct you to this at the beginning of the booking locations are also found below:

Community Hub – Behind Reception

Village Hall – Kitchen

Spital - Kitchen

Any incidents/accidents need to be recorded in the accident book found in the same location.

**14. Sub-letting**

The Hirer shall not sub-let the premises to another person.

**15. 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 date.

For bookings operating on a rolling weekly basis, a four-week notice period will be required in advance of any breaks or unwanted periods of hire (e.g., holidays). If the hirer wishes to finish using the facilities permanently, we will require a one calendar month period of notice.

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.

**16. Action in the event of a fire – The Community Hub**

**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 2NR**

 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**

**17. Action in the event of a fire – The Spital Pavilion**

**IF YOU DISCOVER A FIRE**

**ACTION 1** Notify all occupants of a Fire

**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 SPITAL PAVILION, THE SPITAL, 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**

**18. Action in the event of a fire – Village Hall**

**IF YOU DISCOVER A FIRE**

**ACTION 1** Notify all occupants of a Fire

**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 VILLAGE HALL, MOIRA DALE, CASTLE DONINGTON, DE74 2PJ**

 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**

1. **Pitches Policy And Procedures**
2. **Sports Club**

To treat the Parish’s Parks and Open Spaces, including its pitches and associated facilities, and all other sports clubs and users of the open spaces and parks with curtesy and respect, this includes:

* No use of violence, intimidation, or abusive behaviour under any circumstances.
* Using the set procedures and channels to resolve issues of contention, dispute, or grievance.
* Respecting and cooperating with Parish Council officials, sports association, and league officials, including match officials.
* Ensuring adherence to legislation, including child protection, equalities and health and safety.
* Complying with all terms and conditions of the pitch allocation and terms and conditions of hire.
* Ensuring that payment of the fees is made by the due date.
* Recognising that the open spaces and parks, including the pitches and associated facilities are multi-use community shared facilities, to which all users have a responsibility to respect in accordance with the Parish Council’s policies and objectives.
1. **Club Officials**

Club officials are responsible for ensuring that their clubs, members, families and friends, fans, including those of opposing teams adhere to the principles of curtesy and respect set out above. Club officials are responsible for establishing an effective relationship with Parish Council officials, sports association, and league officials, including match officials. Club officials are also responsible for ensuring curtesy and respect in relation to their pitch allocations/hires by:

* Reporting inappropriate behaviour from opposing teams and those associated with the team to sports association, league and match officials as appropriate.
* Dealing with inappropriate behaviour within the club and those associated with the club by using the club’s disciplinary proceedings.
* Reporting to the Parish Clerk and Bookings Officer any breaches of Terms and Conditions by there Club and any likely delay in payment, along with proposals to rectify the breach and actions to avoid future re-occurrence.
1. **Pitch Allocation Process**

Pitches will be allocated on a weekly basis and the process will be as follows:

1. **Setting of Fees –** These will be determined by the sports letting fees sheet located on the website castledonington-pc.gov.uk. This list will be updated once a year in accordance with the Parish Council budget meeting with the new fees starting from April that year.
2. **Allocation of pitches –** Pitches will be allocated on a weekly basis and the hirer will receive this through email on or before Thursday within the week of the booking.
3. **Cancellation of Matches**

The Parish Council may on, occasion close pitches/cancel matches if surface conditions are deemed unsafe or unusable due to weather conditions. This will be communicated by the Friday of the booking.

It will be the responsibility of the appointed referee and/or the team manager to decide whether or not play should take place if the playing surface or weather conditions are deemed to be unsafe at the start for the booking period. This needs communicating immediately to the Caretaking Team. In this case the teams will not be charged.

1. **Parking**
2. **Spital Pavilion –** Located at the Spital pavilion is a large car park. All home and visiting guests must ensure that they:
* Park within the designated parking area.
* DO NOT park on roads around the field (e.g. The Spital and Tanyard Close)
* Do Not Park in front or blocking gates.
1. **Moira Dale –** At this venue there is on-site parking located at the lefthand rear of Castle Donington Village Hall. Please ensure that:
* Parking for a sports event is not permitted on the front car park.
* No vehicles should access or park on the field itself and only used the designated parking area.
* The gate access is required at all times and there is to be no blocking of this access point.

**Please note all our venues car-parks are used at the owners own risk and Castle Donington Parish Council does not take any responsibility for theft or damage.**

1. **Match Fixtures**

The club secretary is required to submit a fixture list to the Bookings Officer at least a month before the games are scheduled.

A club that shares facilities(pavilion/changing rooms, pitches etc) shall come to a mutually agreeable arrangement with the other clubs sharing those facilities for per & end of season matches/training.

At the end of the season no matches/training sessions shall take place on the pitches after May, except with agreement with the Parish Council.

1. **Building Rules**

The team managers are responsible for the building at all times and therefore must follow the following rules:

* Ensure that all doors (including fire doors), sheds, park gates and premises are locked and made secure at the **end of each day’s play** whenever the facilities have been used by your club unless a Keyholder is present.
* Ensure that the club rooms/changing rooms etc are **left in a clean and tidy condition** with all litter/tape/cans put in bins provided. Ensure the cleanliness of pitches in surrounding areas, i.e. Litter picking following the match.
* Ensure that any damage to the Council’s property or equipment is immediately notified to the Bookings Officer or Caretaker.
* To ensure that any equipment or articles belonging to the Club are removed from the changing rooms facilities in order for them to be left ready for the next user.
* Ensure the security of the changing rooms during a match.
* **NO BOOTS/SPIKES** to be worn in changing rooms.
* No banging boots inside or outside. Use the boot scrapers provided.
* Ensure that, where possible, large clumps of mud are swept & put in the bins provided.
1. **Sports Facilities Fire & Emergency**

In the unlikely event of an emergency the Parish Council would ask that you comply with the action plan included on the attached “actions in the event of a fire’.

The Parish Council suggest that the club appoints a responsible person to summon the emergency services and that they should always be equipped with a mobile telephone for this purpose.

1. **Personal Property**

The Parish council shall not be responsible for any loss or damage to any property arising out of the hire.

1. **Insurance**

Most hirers of the Parish Council facilities should have their own public liability insurance. This must be displayed or sent to the Bookings Office or Parish Clerk before any event can take place.

1. **Electrical Equipment**

No Electrical fittings or appliances in the premises may be altered, removed, or interfered with in any way, or additional fittings or appliances installed without prior approval of the Parish Council. Any club electrical equipment, you must show proof of PAT testing before it can be placed within a venue. It should be removed at the end of each booking.

1. **Serving Food**

Clubs should ensure that any one serving food is adequately trained. Information about training for food handlers etc. may be obtained from the Environmental Health Department.

1. **Slips & Falls**

To reduce the risk of accidents, club/event organisers are asked to respond quickly to spillages etc. All cables to be secured and all corridors/access points to be kept clear.

1. **Cleaning Equipment Provided**

To aid hirers of the venue, cleaning supplies are provided to ensure facilities can be left in the state required. The following items will be left in the corridor or changing rooms themselves:

* Long-handled brushes
* Bins
* Dustpan & brush
* Mop & bucket (for spillages)