



## Terms and Conditions Relating to the Hire of the Village Green Pavilion Community Room

1. No disorderly conduct and no obscene language shall be allowed in the premises and if required the premises shall be open to members of the Local Authority, their officers and police officers, who shall have full power to enforce these regulations.
2. All applications for the use of the premises shall be made on the prescribed form and received at The Council Offices at least 14 days before the premises are required along with the applicable fee and deposit of £50;.
3. Cancellation of hire must be in writing to reach The Council Offices not later than 48 hours before the date of the booking. If written cancellation is not received within this time a charge of 50% will be made.
4. The Town Council will not accept any responsibility for any loss or other expense howsoever incurred by the hirer in the event of a cancellation by the Town Council of the letting as a result of circumstances beyond their control. The decision of the Town Council as to whether the letting should be cancelled shall be binding on the hirer for the purpose of this clause.
5. The Town Council reserves the right to refuse any application for the hire of the premises.
6. The premises may be used only for purposes which are compatible with the use for which the premises are designed, and which have been stated on the application form.
7. The hirer shall introduce no furniture or equipment unless special permission has been obtained from the Council.
8. No addition, alteration, or adaptations of the electrical installation shall be carried out nor should anything be fixed to the walls unless the written permission of the Town Council is first obtained.
9. Pay for any damage
10. Leave the pavilion in a clean and tidy manner such as you would expect to find it. If you have moved anything in the hall, you must return it to its usual place. All rubbish generated by your event needs to be removed from the hall and taken elsewhere for disposal.
11. The hirers should observe such safety conditions as are required by the Town Council. They should familiarise themselves with these and the Fire Precautions as attached.
12. Hirers must ensure they bring along a telephone for emergency calls.
13. The hirer shall not exhibit on the premises, posters, bills or advertising matter of any description and nothing should be fixed to the walls except by permission of the Town Council.
14. All lettings are made on the understanding that the Town Council is indemnified by the hirer against any loss, damage or accident during the use of the premises by the hirer except where such loss, damage or accident is directly attributable to the negligence of the Town Council or its agents.
15. The Town Council shall have powers to terminate any agreement relating to the hire of its premises if it is considered that the hirers may have in any way damaged the building, fittings, fixtures or furniture and things therein or subjected them to undue wear and tear or in any way of being guilty of a breach to these regulations.
16. The hirer shall pay for all damage which may be done to the buildings or to the furniture, fittings, fixtures and things belonging to the Town Council therein during the occupation and shall undertake to accept as final and conclusive, the decision of the Town Council as to fact of any such loss, injury or destruction and as to the amount of the extent.
17. The hirer shall ensure that they have a first aid box and qualified first aider on site or have written emergency procedures in place.
18. Return all keys to the Town Council offices at the end of the session.

*I Agree to the Terms & Conditions:*

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

## **Fire Prevention Advice and Information and Fire Emergency Evacuation Procedure**

**Premises:** Village Green Pavilion – COMMUNITY ROOM

**Date:** April 2018

**Applicable Persons:** Staff, Hirers and visitors

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### **Fire Prevention Advice & Information**

#### *General*

- Make sure all in your organisation read the advice provided.
- A telephone is not provided, users must ensure they have access to a telephone

#### *Smoke Alarms*

- Smoke alarms are provided by the council and are tested regularly
- To double check test the smoke alarm yourself on a regular basis

#### *Fire Alarm*

- This premise has an audible fire alarm which is routinely serviced. Please contact the Town Council if you notice any faults.

#### *Fire extinguishers*

- Fire extinguishers are provided for use only if it is safe to do so.
- The extinguishers are maintained annually. Please contact the Town Council if you notice any are faulty or missing or if you use one in the event of a fire breaking out.
- Don't move extinguishers from their positions, do not use them to hold open doors.

#### *Escape routes*

- Escape routes are marked by emergency escape signs.
- Plan the escape route and make sure all know where to go.
- Make sure escape routes and exits remain free of any obstructions.

#### *Insurance*

- The Town Council holds Public liability insurance. However all users are required to have their own insurance in place as the Council's insurance does not cover the activities or equipment of the hirer.

#### *Fire training & Personnel*

- Hirers must nominate a Responsible Person to safeguard the safety of all persons present including home and away teams, officials and members of the public. The nominated person should be competent in the use of fire extinguishers, be capable of extinguishing small fires, have some knowledge of fire prevention and be able to identify possible fire hazards to prevent fire from occurring. Importantly they should have an in depth knowledge of the Fire Emergency Evacuation Procedure and their role in implementing it.
- Hirers should provide training, regular evacuation drills and advice to the group and visitors on fire safety. You are required to carry out this fire training and it is recommended that you keep a record of the results of that training to assist you if you are ever required to prove your actions in the future.

*Routinely Leaving the Building*

- Switch off and unplug all electrical appliances not designed to stay on.
- Switch off portable heaters.
- Close the doors of all rooms.

## Specific Types of Fire

### *Dealing with a fire if electric appliances are involved*

- Pull the plug out or switch off power at the fuse box. This may stop the fire immediately.
- Smother the fire with a fire blanket (Kitchen), or use a carbon dioxide extinguisher if available. 'Dry' water mist extinguishers and foams can be used as well if they have been tested to 35kV.
- Dial 999 and call the Fire Service

### ***Fires in the Kitchen***

#### **Cooking appliances**

- Keep electrical leads from trailing over or going near cooking appliances.
- Don't hang tea towels or cloths on or over cooking appliances.
- Keep cooking appliances clean. A build-up of fat and bits of food can start a fire.

#### **Microwave**

- Don't put anything metallic inside the microwave.
- Don't dry clothes in the microwave.

#### **Electrical**

- Keep electrical leads away from water.
- Don't put a plant pot or anything wet on top of an electrical appliance.
- Check the toaster is clean and well away from textiles.
- Don't overload sockets; one plug per socket is the rule, especially if the appliance takes a lot of power (like a kettle).
- Don't run extension cables across the floor as they can become worn.

#### **Electrical appliances**

- Electrical appliances belonging to the town council are PAT tested annually
- Electrical appliances belonging to users must also be PAT tested annually
- Don't leave electrical appliances on at night.
- Is the kettle leaking? This can be dangerous.

#### **Ventilation**

Make sure your ventilation is working properly and not blocked up.

## Fire Emergency Evacuation Procedure

Action to be taken in the event of fire and the arrangements for calling the fire brigade

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### On discovering a fire:

1. Raise the alarm
2. Advise the nominated fire officer to ensure that the Fire Service has been called
3. Try to extinguish the fire using the nearest appropriate fire extinguisher but only if it is safe to do so and you are trained to do so. **DO NOT PUT ANY PERSONS AT RISK.**

### On hearing the alarm:

1. Act calmly
2. Do not collect personal belongings
3. If safe to do so switch off electrical appliances and close all doors to delay the spread of the fire and associated smoke
4. Give necessary assistance to those who need it to ensure that they can leave safely
5. Leave the building by the nearest available safe exit
6. Proceed to the assembly point, **VILLAGE GREEN RECREATION GROUND**, and report to the person in charge of the evacuation.
7. Do not return to the building for any reason until authorized to do so.
8. Remain at the assembly point so that you can be accounted for
9. The responsible person who is in charge of the assemble point should report to the fire service liaison person indicating all persons accounted for and any persons missing and where they were last seen

### Calling the Fire Service

1. The fire service should be called immediately to every fire or on suspicion of fire by the nominated group member or by the person discovering the fire.
  - Lift the receiver and dial 9 for an external line followed by 999 OR Use the mobile telephone
  - Give the operator your telephone number and ask for FIRE
  - When the fire service replies say distinctly
  - Fire at **THE VILLAGE GREEN PAVILION, HOUGHTON REGIS**
  - Do not replace the receiver until the address has been correctly repeated to you.
2. Assemble at the pre-determined assembly point, **VILLAGE GREEN RECREATION GROUND**.

### *What to do if you're cut off by fire*

- It's not easy, but try to remain calm. Save your energy to help you survive
- If you are prevented from getting out because of flames or smoke, close the door nearest to the fire and use towels or sheets to block any gaps. This will help stop smoke spreading
- If the room becomes smoky, go down to floor level – it's easier to breathe because the smoke will rise upwards.

Try to attract the attention of others who can alert the fire brigade. Wait for the fire brigade, they should arrive in a matter of minutes.