

COUNTESTHORPE PARISH COUNCIL



Countesthorpe Village Hall
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Mrs. C Samuels, Parish Council Manager and Clerk of the Burial

Board

1st June 2019

Dear Hirer

HEALTH & SAFETY INFORMATION FOR PERSONS IN CHARGE OF A FUNCTION AT COUNTESTHORPE VILLAGE HALL (REGULAR HIRERS)

Thank you for your continued support of Countesthorpe Village Hall. Below is an annual reminder of the Health and Safety Procedures for the Village Hall, the Conditions of Use and the Emergency Contact Details for the Parish Council representatives.

I would be most grateful if you can re-familiarise yourself with these.

If you have any queries, please do not hesitate to contact me.

Yours faithfully

Mrs Christine E Samuels
Parish Council Manager

Enc: Parish Council Emergency Contact Numbers
Health & Safety Procedures
Conditions of Hire

COUNTESTHORPE VILLAGE HALL
HEALTH AND SAFETY AND EMERGENCY PROCEDURES

<p>In the event of an emergency the Hirer is responsible for: (a) ensuring complete evacuation of the building (b) providing assistance for persons who are aged, less abled, have impaired hearing, impaired vision, mental illness etc.</p>
<p>Parking Arrangements: The Hirer should ensure that no access is blocked, parking on pavements and through roads prohibited. The rear car park gate is locked at the end of the last event. People using the Village Hall are advised to ensure that their cars are removed at the end of the event.</p>
<p>Fire Alarm: In the event of discovering the Fire, operate the Fire Alarm by breaking the glass at the Fire Point.</p>
<p>Emergency Exits & Entrance Hall: Please ensure you are aware of location of nearest Fire Exits and do not obstruct or lock the doors. Do not obstruct entrance hall i.e. tables for selling tickets. Do not cover emergency signs.</p>
<p>Evacuation Procedure: In the unlikely event of the emergency alarm sounding while you are with us, we would ask that you comply with the action stated on the blue Fire Action Notice.</p> <p>Please could you remind members of your group of our evacuation procedures</p> <ul style="list-style-type: none"> • LEAVE THE PREMISES BY THE NEAREST EXIT. • DO SO IN A COMPOSED MANNER – WALK, DO NOT RUN. • DO NOT ATTEMPT TO RE-ENTER THE PREMISES, FOR ANY REASON, AFTER THE ALARM HAS SOUNDED. <p>You will be advised if a fire drill is scheduled to take place.</p> <p>Bomb threat calls – any telephone threat must be regarded as significant and the area evacuated until it is deemed safe by the approved person.</p>
<p>Noise Control: Equipment must not be interfered with.</p>
<p>Equipment: Electrical equipment brought into the Village Hall must comply with current legislation and have the appropriate safety certificate.</p>
<p>Kitchen Equipment: Ensure that all kitchen appliances are turned off at the end of your event.</p>
<p>Action in case of Spillages or Hazardous breakages – Brushes, Mop and a vacuum cleaner are provided in the Hall storage area to clear spillages, etc.</p>
<p>Furniture: The movement of furniture is the responsibility of the hirer. The hirer is reminded that some equipment is heavy & should only be lifted by persons who are fit and are suitable for such a task. Furniture may only be used in a conventional manner. Do not damage furniture.</p>
<p>Balloons: Helium balloons should be secure so that they do not rise to the ceiling as this may cause alarm activation. At the end of event balloons must be removed or burst by hirer.</p>
<p>Access to Bar Area – Prohibited</p>
<p>Numbers: No more than 175 are to be present in the hall at any one time</p>
<p>First Aid Equipment First Aid boxes are available in the Kitchen area or the Bar (if part of the hiring.)</p>
<p>Violence: Advise police and approved Council person</p>
<p>Closure Procedure (out of office hours only): Please do not leave the building unattended/unlocked at the end of your event. You will be advised accordingly of the process for leaving the building.</p>
<p>Additional Risk Activities: The Council accept no responsibility for any injuries caused as a result of activities organised by the hirer. Hirers should ensure that they have sufficient insurance to cover risks of activities provided. No indoor fireworks or bouncy castles etc are allowed.</p>
<p>Children: Should be supervised inside & outside. (Sliding on floor prohibited).</p>
<p>Defect Reporting: Defects noticed by hirers must be reported to the Parish Council Manager or Council staff as soon as possible.</p>

STANDARD CONDITIONS OF HIRE

If the Hirer is in any doubt as to the meaning of the following, clarification may be obtained from the Parish Council Manager.

For the purposes of these conditions, the term **HIRER** shall mean an individual hirer, or, where the hirer is an organisation, an authorised representative.

1. THE HIRER is responsible for ensuring compliance with statutory and local smoking restrictions.
2. THE HIRER may apply for an extension to the licence with regard to the sale of alcohol. This is granted upon the discretion of the Management Committee for a small extra fee. (11pm. -11.30 pm.).
3. THE HIRER will, during the period of the hiring, be responsible for supervision of the premises, the fabric and the contents, any damage however slight or change of any sort and the behaviour of all persons using the premises whatever their capacity. Candles, naked flames, fireworks or any smoke creating activity is not permitted inside or outside of the building. No bouncy castles are allowed. All balloons must be removed or burst at the end of the evening and helium gas bottles removed.
4. THE HIRER is responsible for the supervision of car-parking arrangements so as to avoid obstruction of the highway and exits within the car park. Hirers are reminded that the rear car park will be locked after the event and will not be reopened until the next scheduled use of the building.
5. THE HIRER is responsible for ensuring that people attending their function are told of the actions to take in the event of a fire or other emergency. This includes: how to raise the alarm; what to do on hearing the alarm; how to get out of the building via the fire exits and where the Assembly Point is. This is especially important during evening or weekend functions.
6. THE HIRER shall not use the premises for any purpose 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 or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof.
7. THE HIRER shall ensure that nothing is done on or in relation of the premises in contravention of the law relating to gaming, betting and lotteries. A television licence is not held for the premises and therefore recording, downloading or watching live television on any channel, or downloading or watching BBC programmes on iPlayer, on any device is prohibited. The hirer must have the correct copyright to show films, DVD's or download from the internet.
8. THE HIRER shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage play.
9. THE HIRER shall, if preparing, serving or selling food observe all relevant food health and hygiene legislation and regulations.
10. THE HIRER shall ensure that any electrical appliance brought on to the premises and used there shall be safe and in good working order, and used in a safe manner. Electrical equipment must comply with current legislation and have the appropriate safety certificate. The hirer shall ensure that no person interferes with the sound limiter in the main hall.
11. THE HIRER shall indemnify the committee for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the building which may occur during the period of the hiring as a result of the hiring.
12. IF THE HIRER wishes to cancel the booking before the date of the event the deposit will be forfeited and payment or repayment of the hire fee shall be at the discretion of the committee.

13. NON PAYMENT If the final payment has not been received 7 days before the function it will be deemed as being cancelled.
14. REFUNDABLE DEPOSIT subject to the standard conditions of hire being met, the refundable deposit/bond will be refunded by cheque to the named hirer (or specified name on hirer agreement) after the event.
15. THE HIRER shall ensure that any under aged guest does not attempt to purchase alcohol. No under aged drinking is permitted.
16. BY COMPLETING THIS HIRE AGREEMENT an individual or external organisation wishing to use the premises for children's events or activities agrees to comply with the Parish Council's Children's Safeguarding Policy.
17. THE HIRER must comply with all relevant legislation relating to minors.
18. THE HIRER shall ensure that the minimum of noise is made on arrival and departure both inside and outside in consideration of our neighbours.
19. THE HIRER shall advise their guests that the drinking of alcohol is not permitted outside of the premises.
20. ONLY ALCOHOLIC DRINKS purchased at the bar may be consumed on the premises. No alcoholic drinks can be brought onto the site. However provided prior notification is received, wine and champagne may be consumed on the premises with a corkage charge of £3.00 (plus VAT) per bottle for toasts/welcome drinks only. Friday and Saturday evening bookings, after 6 pm, must include the bar.
21. THE HIRER shall ensure that no animals, except guide dogs, are brought into the hall without prior agreement.
22. AT THE END of the hiring, the HIRER shall be responsible for leaving the premises and surrounds in a clean and tidy condition and any contents temporarily removed from their usual positions properly replaced, otherwise the committee shall be at liberty to make an additional charge. Tables and chairs are to be put out and put away by the hirer.
23. THE COMMITTEE reserves the right to cancel this hiring in the event of the hall being required for use as a Polling Station for a Parliamentary or Local Government election or bye-election, or a special Parish Council meeting in which case the Hirer shall be entitled to a refund of any deposit or fee already paid.
24. IN THE EVENT of the hall or any part thereof being rendered unfit for the use for which it has been hired, the committee shall not be liable to the HIRER for any resulting loss or damage whatsoever.
25. THE COMMITTEE is not responsible for loss or damage to personal property.
26. CAR PARK is used entirely at the owners own risk.
27. THE MANAGEMENT COMMITTEE reserves the right to refuse bookings for 21 year old parties. No 18 year old parties are allowed.
28. FORCE MAJEURE the Management Committee shall not be liable in any way for failure to perform, or delay in performing any obligations under these terms of business if the failure to delay is due to causes outside reasonable control including, but not limited to, act of God or governmental act, fire, explosion, flood, accident, civil commotion or industrial dispute ('Force Majeure'). In the event of a Force Majeure arising we will notify you as soon as reasonably practicable.
28. EMERGENCY CENTRE the Village Hall is designated as an Emergency Centre to be used in the event that the community of Countesthorpe are displaced from their homes as the result of an emergency. In the event of such an emergency hirers will be required to vacate the premises. Due to the nature of an Emergency Centre the Committee may be unable to give notice. **May 2018**

COUNTESTHORPE PARISH COUNCIL EMERGENCY CONTACT NUMBERS

Should you need to contact the Parish Council out of office opening hours, please contact the following:-

COUNTESTHORPE PARISH COUNCIL (emergencies on day of event)

Office: open Monday to Thursday 8am to 4pm / Fridays 8am to 1pm	0116 2779518
Christine Samuels	07702 744525
Diane Hamshaw	07842 567294
Peter Clarke	07753 326026
Joanne Leech	07810 620609