



Clerk: Mrs P Amos.

9b March Rd. Wimblington PE15 0RN

Tel: 07985027515

e-mail: clerk@wimblington-pc.gov.uk

HALL STEWARD – MRS M MOULTON - 01354 740520

CHAIRPERSON – MRS M DAVIS – 01354 741894

IMPORTANT INFORMATION REGARDING HIRE OF PARISH HALL

Hall capacity – 95 standing; 95 seated cinema style (7 seat rows to 1 aisle); 80 seated at tables

The hirer: SHALL BE RESPONSIBLE FOR UNLOCKING AND LOCKING OF THE PREMISES AND RE-SETTING THE ALARM SYSTEM. PLEASE TELEPHONE THE HALL STEWARD TO ARRANGE KEY COLLECTION. THE HIRER MUST LEAVE THE HALL IN THE SAME CLEAN CONDITION AS IT IS FOUND. ANY/ALL EXTRA CLEANING, DAMAGE OR BREAKAGES WILL BE CHARGED FOR, IN ADDITION TO LOSING THE DEPOSIT. PLEASE EMPTY THE INTERNAL BIN OF YOUR RUBBISH INTO THE LARGE GREEN BIN OUTSIDE THE HALL.

THE KEY SHOULD BE RETURNED AT THE COMPLETION OF THE HIRE. THERE MUST BE A DESIGNATED PERSON RESPONSIBLE FOR THE FIRE PROCEDURE. PLEASE ENSURE THAT THIS PERSON UNDERSTANDS THE PROCEDURE.

THE HIRER SHALL NOT USE ANY ELECTRICAL EQUIPMENT UNLESS IT HAS A VALID PAT CERTIFICATE, A COPY OF WHICH SHOULD BE ATTACHED TO THE BOOKING FORM. THE USE OF SMOKE MACHINES IS EXPRESSLY PROHIBITED.

THE HIRER SHALL BE RESPONSIBLE FOR MAKING SURE ALL LIGHTS ARE TURNED OFF AT THE END OF THE HIRE PERIOD.

THE HIRER IS RESPONSIBLE FOR SETTING OUT THE HALL FURNITURE AS REQUIRED AND RETURNING IT AS FOUND AFTER USE. DECORATION CAN ONLY BE HUNG FROM HOOKS ALREADY IN THE WOODEN CEILING SCROLLS. A STEP LADDER IS PROVIDED BUT USED AT HIRERS OWN RISK. NO RESPONSIBILITY WILL BE TAKEN BY WIMBLINGTON PARISH COUNCIL FOR ANY INJURY OR DAMAGE SUSTAINED BY THE HIRER WHILST USING THE STEP LADDER. **NOTHING CAN BE STUCK TO THE WALLS.**

THE HIRE PERIOD SHALL COMMENCE FROM THE TIME THE USER ENTERS THE HALL TO THE TIME THEY VACATE IT.

HIRERS SHOULD NOTE THAT THE EMERGENCY DOORS MUST BE KEPT CLEAR AT ALL TIMES AND SHOULD REMAIN CLOSED AND ONLY BE OPENED IN AN EMERGENCY. STRICT ADHERENCE TO THE FIRE AND ANY SAFETY POLICY SHOULD BE OBSERVED.

The current hire rates for **village residents** are: Main hall & small room: £13.00 per hr. Small room only: £10.50 per hr.

The current rate for **non-village residents or organisations** are: Main hall & small room: £18.50 per hr. Small room only: £15.00 per hr.

FIRE POLICY and PROCEDURE

It is the responsibility of THE HIRER to ensure that their helpers are aware of the following:

- In the event of a fire, THE HIRER in charge of the Hall will instruct all persons to leave the building, using the nearest available exits. The Fire alarm system is linked to the Fire Brigade, however:
- CALL THE FIRE BRIGADE. DIAL 999 and give this address: THE PARISH HALL, ADDISON RD. WIMBLINGTON PE15 0QT
- Attendants should ensure that, once the hall has been evacuated, members of the public do not re-enter the building to collect personal belongings etc.
- On the arrival of the Fire Brigade, THE HIRER should report to the Officer in Charge that all persons are safe or should inform him/her of their last known position.
- Attendants should only attempt to extinguish the outbreak using the fire appliances provided if it is considered safe to do so.
- **The positions of the fire extinguishers are on each side wall in the Hall by each fire door as well as one in the kitchen and one by the front door. There is also a fire blanket in the kitchen.**
- **Attention should be drawn to the instructions for use of the extinguishers printed on each appliance.**
- Attention should be drawn to the position of the two fire exits (on either side of the Hall).
- The fire exits are to be kept clear at all times.
- On no account must anything be left in the lobbies, between the fire exits from the hall and the fire doors to the outside of the Hall. These lobbies must be kept completely clear.
- Note that the place to meet in case of evacuation of the Hall is Addison Rd. This is to enable the HIRER to check that all their helpers are present.
- **The HIRER must ensure that the FIRE EXIT signs are on at the start of each booking.**
- The HIRER must report the incident to the Booking Agent on 01354 740520 and or any member of the Management Committee
- The use of smoke machines is expressly prohibited.

STANDARD TERMS AND CONDITIONS OF HIRE

- 1 THE HIRER will, during the period of the hiring, be responsible to the Parish Council for supervision of the premises hired, the fabric and contents, their care, safety from damage however slight, or change of any sort and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway.
- 2 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 invalidate any insurance policies held in respect thereof nor allow the consumption of alcoholic liquor in the premises without written permission.
- 3 THE HIRER shall comply with all the terms and conditions made in respect of the premises by the Fire Authority, Local Authority, The Local Magistrates' Court or otherwise, particularly in connection with any event which includes public dancing or music or other public entertainment or stage plays.
- 4 THE HIRER shall indemnify the Council 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.
- 5 IF THE HIRER cancels this agreement, the return of any part of the hire charge, due to the cancellation, shall be at the discretion of the Parish Council.
- 6 AT THE END OF THE 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 and any contents temporarily removed from their usual positions properly replaced.
- 7 THE PARISH COUNCIL reserves the right to cancel this hiring in the event of:
 - a) the hall being required for use as a polling station for a Parliamentary or Local election
 - b) the premises or any part thereof being rendered unfit for the use for which it has been hired.
 - c) the premises being required for use of a public Meeting by the Parish Council.and in such events all sums paid shall be refunded by the Parish Council but the Parish Council will not be responsible for any consequential loss or other losses however they may be incurred.
- 8 THE HIRER will at all times abide by the rules and regulations relating to the use of the premises hired which are prominently displayed in it.
- 9 THE HIRER shall be responsible for insuring their property for theft and damage whilst on the premises as the Council's insurance does not cover third party's property. **Any electrical equipment brought onto the premises must have a valid PAT certificate. The use of smoke machines is expressly prohibited.**
- 10 THE HIRE CHARGE shall commence at the time the Hirer makes use of the premises and booked times must be strictly adhered. A minimum deposit of 25% must be paid at the time of the booking in order to preserve the date/dates. The full hire charge can be paid when the booking is made if desired but the balance must in any case be paid in full at least two weeks prior to the hire date. Bookings made within one month of the hire date must be paid in full at the time of the booking.
- 11 PRIVACY - a copy of our Privacy Notice can be found at <https://wimblington-pc.gov.uk/>

PROCEDURE FOR HALL HIRE

1 THE HIRER, by booking the hall via hall master, enters into an agreement with Wimblington Parish Council to honour the booking and adhere to T&C's. If you have any problems with the system or your booking, please contact the Clerk: Mrs P Amos on 07985027515 or 01354740607 or e-mail clerk@wimblington-pc.gov.uk

Should either of these two methods fail, you can contact the Parish Council via the web site <https://wimblington-pc.gov.uk/>

2 THE HIRER shall collect the key from the Hall Steward, BY PRIOR ARRANGEMENT, prior to commencement of the hire and at the discretion of the Parish Council. Should the Hall Steward not be available then the key may be obtained from the Chairperson. Should the Chairperson not be available then a key may be obtained from a named person by pre-arrangement with the hirer.

3 THE HIRER upon obtaining a key shall unlock both the Yale and normal mortise lock. Upon entering the hall, the lights should be turned on. Upon leaving all lights should be turned off. **NO ADJUSTMENT TO THE HEATING IS TO BE MADE. No electrical equipment may be brought into the hall and used by the hirer, that does not have a valid PAT certificate. The use of smoke machines is expressly prohibited.**

4 THE HIRER should keep all emergency doors clear at all times and they should remain closed and only opened in an emergency.

5 ANY HIRER that uses the kitchen area should make sure that all appliances are in order before and after use, and that special care is taken when using the electrical sockets and oven.

6 THE HIRER should note that the First Aid kit and accident book is located in the kitchen. Please record any accident that may occur.

7 THE HIRER should familiarise themselves where the fire extinguishers are located and the emergency exits are situated.

8 THE HIRER should ensure that on Saturday's all music ceases by 11.30pm and that the hall is vacated no later than 12.30am. On Monday to Friday and on Sunday's, music to cease by 11.00pm and the hall vacated no later than midnight.

9 THE HIRER upon completion of the hire agreement should make sure that all appliances are unplugged and the sockets switched off. The lights should also be switched off when leaving the premises. Any hall furniture should be returned to its original place. Hirer to make sure that intruder alarm is re-set correctly.

10 THE HIRER shall return the key to the key holder once the intruder alarm has been set and the Yale and mortise locks have been locked.

11 By continuing with your booking it is understood that you agree to the above Terms & Conditions.

We hope that you enjoy your booking at Wimblington Parish Hall