



Congresbury Parish Council

Orchard House
The Old School Rooms
Station Road
Congresbury
BS49 5DX

Tel: 01934 838802

www.congresbury-pc.gov.uk

Chairman: Councillor Arthur Hacking
Parish Clerk: Liz Greaves
RFO: Alicia Fox
Administrator: Catrin Lewis

Email: clerk@congresbury-pc.gov.uk

Email: admin@congresbury-pc.gov.uk

Email: admin@congresbury-pc.gov.uk

Conditions of Hire - the Old School Rooms

If the Hirer is in any doubt as to the meaning of anything listed below, they should seek clarification from the Clerk before they sign as agreeing to these Conditions of Hire.

For the purposes of these conditions, the term HIRER shall mean an individual person hiring the hall and facilities or, where the hiring is on behalf of an organisation or their authorised representative.

Legislative and Licence Requirements

The Hirer must ensure that;

1. On arrival at the hall ensure they familiarise themselves with their responsibilities in the event of a fire as detailed on the Fire Poster displayed on the notice board in the main entrance lobby and with the location of the clearly marked fire exits and fire alarm call points located around the premises. The Hirer is to ensure the fire exits and access to them are not obstructed in any way during their activity or function, and in the event of a fire on the premises the Hirer is required to take charge and implement as appropriate the actions identified on the Fire Poster including any personal emergency plan for any wheelchair user or those with limited mobility that they have responsibility for.
2. During the period of the hiring, be responsible for ensuring the maximum occupancy levels of the premises they are using are not exceeded (Jubilee Hall 130 for dancing/informal/closely seated activities or 80 for restaurant type seating) and for the supervision and safety of all those using the areas they have hired, including anyone employed by them. In addition they are also responsible for ensuring that the fabric, contents and surrounds of the premises are not damaged in any way by misuse or deliberate act. The hirer accepts that they will be financially responsible for the rectification, replacement or repair, as appropriate of any damaged caused to the fabric, contents or surrounds of the premises that is not considered by the Parish Council to be fair wear and tear.
3. Any activities they provide, or arrange for minors (those aged under 18 years of age) in or around the premises comply fully with all relevant legislation.
4. All relevant regulations relating to the activities at their function (dancing, music, entertainment, stage plays, smoking in public places etc.) are complied with and shall ensure that nothing is done in or around the premises that contravenes the law relating to gaming, betting and lotteries. The Old School Rooms has a Premises Licence which allows for regulated entertainment. The Hirer must apply for a Temporary Events Notice for the sale of alcohol, see <http://www.n-somerset.gov.uk/my-business/licensing/alcoholentertainment/tens/>. The Hirer must ensure that they hold the relevant music licence as outlined at; <https://www.gov.uk/licence-to-play-live-or-recorded-music>
5. If food is prepared, served or sold at their function, ensure that all relevant food safety regulations are complied with. The Hirer is responsible for ensuring the kitchen is returned back to the same clean and tidy condition at the end of their booking, as it was at the start.
6. Any electrical appliances brought onto the premises and used there is certified in good working order and used in a safe manner, using Residual Current Circuit Breakers where appropriate.

7. Everyone working at or attending their function is made aware that smoking is prohibited within the premises.
8. All accidents or incidents are reported to the Clerk as soon as possible and complete the relevant section of the Accident Book which is kept in the First-Aid Kit in the kitchen.
9. The premises are not used 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.
10. Anything which might endanger those using the premises or render invalid any insurance policies in respect thereof, i.e. flammable materials, pressurised containers etc. are brought onto the premises.

Condition of the Premises

The Hirer must ensure that;

11. At the end of a hiring all equipment, chairs and tables have been returned to their storage positions safely, any waste removed and placed in the outside wheelie bins, the premises are cleared of people, all lights switched off, and the building secured by the use of the key supplied, except for any facility or room in use by another continuing hire.
12. No alterations or additions to the premises are made without permission from the Clerk. Any decorations must not damage the condition of the premises. No tape or other material that could damage the floor must be added.
13. The purpose and conduct of the hire does not disrupt the use of any other room hired by other persons.
14. Car-parking arrangements are supervised and monitored, to make sure there is no obstruction of the highway and for ensuring noise levels are kept to a reasonable level during the arrival and departure of everyone attending, or working at their event. All events must finish by 12 pm Monday to Saturday and by 11.45 pm on a Sunday evening.
15. No animals, except for guide, hearing and assistance dogs are allowed into the premises without the permission of the Clerk.

Cancellation of Bookings

16. The Hirer must cancel their booking 48 hours prior to the booking to prevent being liable for the fee.
17. The Parish Council reserves the right to refuse a booking, or to cancel a hiring agreement at any time either before or during the term of the agreement upon giving 7 days’ notice to the hirer. The hirer shall be entitled in such circumstances to a refund of any monies paid, but the Parish Council shall not be liable to the Hirer for any resulting loss or damage whatsoever.
18. In the event of the premises or any part thereof being rendered unfit for the use for which it has been hired; other than returning any deposit paid, the Parish Council shall not be liable to the Hirer for any resulting loss or damage whatsoever.
19. The Parish Council reserves the right to cancel a hiring at any time in the event:
 - a. The premises are required for the use as a Polling Station for a National or Local Government Election, or Referendum, in which case the Hirer shall be entitled to a refund of any monies paid.
 - b. That it is deemed by the Parish Council that the Hirer has seriously breached the Conditions of Hire for the premises, in which case the repayment of any payments made, shall be at the discretion of the Parish Council.

Group/activity

Signed Date.....

Special Conditions of Hire during COVID-19

Note: These conditions are supplemental to, not a replacement for, the hall's ordinary conditions of hire.

SC1: You, the hirer, will be responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the hall, as shown on the attached poster which is also displayed at the hall entrance, in particular using the hand sanitiser supplied when entering the hall and after using tissues.

SC2: You undertake to comply with the actions identified in the hall's risk assessment, of which you have been provided with a copy.

SC3: You will be responsible for cleaning door handles, light switches, window catches, equipment, toilet handles and seats, wash basins, kitchen and any kitchen equipment and all surfaces likely to be used during your period of hire before other members of your group or organisation arrive and to keep the premises clean through regular cleaning of surfaces during your hire, paying particular attention to wash hand basins and kitchen sinks (if used), using either the products supplied (which will be in a clearly accessible location) or your own ordinary domestic products. You will be required to clean again on leaving.

Please take care cleaning electrical equipment. Use cloths - do not spray.

SC4: You will make sure that everyone likely to attend your activity or event understands that they **MUST NOT DO SO** if they or anyone in their household has had COVID-19 symptoms in the last 48 hours, and that if they develop symptoms within 10 days of visiting the premises they **MUST** use the Test and Trace system to alert others with whom they have been in contact. They **MUST** get a COVID-19 antigen test.

SC5: You will keep the premises well ventilated throughout your hire, with windows and doors (except fire doors) open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.

SC6: You will ensure that no more than the listed number of people attend your activity/event, in order that social distancing can be maintained.

Jubilee Hall – maximum 18 (including activity leader)

St Congars – maximum 9

St Andrews Room – maximum 9

Please contact the Clerk if you believe you are able to exceed these numbers whilst complying with all guidelines (e.g. household groups). You will be expected to provide a risk assessment for the activity. You will ensure that people attending do so in groups of no more than 6 or two households and that such groups do not mingle. You will ensure social distancing of 2m between individuals or groups is maintained by everyone attending as far as possible, including while waiting to enter the premises, that they observe the one-way system within the premises if appropriate, and as far as possible observe social distancing of 1m plus mitigation measures when using more confined areas (e.g. moving and stowing equipment, accessing toilets) which should be kept as brief as possible. Only the disabled toilet will be available to ensure that only one person can use at a time.

SC7: You will take particular care to ensure that social distancing is maintained for any persons aged 70 or over or likely to be clinically more vulnerable to COVID-19, including for example keeping a 2m distance around them when going in and out of rooms and ensuring they can access the toilets, kitchen or other confined areas without others being present. For some people, passing another person in a confined space is less risky, but for older people that should be avoided.

SC8: You will position furniture or the arrangement of the room as far as possible to facilitate social distancing of 2m between individual people or groups of up to two households or 1m with mitigation measures such as: seating side by side, with at least one empty chair between each person or household

group, rather than face-to-face, and good ventilation. If tables are being used, you will place them so as to maintain social distancing across the table between people from different household groups who are face-to-face. **DO NOT** add anything thing onto the floor such as tape or stickers. If you think you require any space indicators please contact the clerk.

SC9: You **MUST** keep a record of the date and time the activity started and the name and contact telephone number or email of all those who attend your event (or a member of any group of up to 6 people or 2 households who attend together). This can be done either by operating an advance booking system which collects these details, or by asking everyone who attends to use the NHS QR poster at the hall entrance to register their attendance and by keeping a record of any who do not register using their smartphone app and the hall's NHS QR poster or your own NHS QR poster.

SC10: You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths. All rubbish can be placed in the outside large bins when you leave the hall.

SC11: Users are encouraged to bring their own drinks and food. If food or drink is being served (as distinct to be being made on a DIY basis) it must be served only at tables. Provision of food and drink **MUST** cease before 10pm. If food and drink is served at tables you **MUST** be seated in accordance with SC6. All cutlery, mugs and equipment including tea towels has been removed from the kitchen. You can use the kettles but you must bring your own mugs, cutlery plates etc. We will provide washing up liquid and washing up cloths.

SC12: We will have the right to close the hall if there are safety concerns relating to COVID-19, for example, if someone who has attended the hall develops symptoms and thorough cleansing is required or if it is reported that the Special Hiring Conditions above are not being complied with, whether by you or by other hirers, or in the event that public buildings are asked or required to close again. If this is necessary, we will do our best to inform you promptly and you will not be charged for this hire.

SC13: In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should remove them from the hall. Ask others in your group to provide contact details if you do not have them and then leave the premises, observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes when they arrive home. Inform the Parish Council asap by email and/or telephone.

SC16: Where a sports, exercise or performing arts activity takes place you will organise your activity in accordance with guidance issued by the relevant governing body for your sport or activity.

Where a group uses their own equipment you will ask those attending to bring their own equipment and not share it with other members. You will avoid using equipment, which is difficult to clean, as far as possible. You will ensure that any equipment you provide is cleaned before use and before being stored in the hall's cupboards.

SC17: You will encourage all those attending your activity to wear a face covering unless an exemption or other government guidance applies to the activity. A face covering is not required when people are eating or drinking but they should be seated.

SC18: Closing: Provision of food and drink **MUST** cease by 10pm. Any bar, dinner or similar activity **MUST** close by 10pm.

It is hoped that the special arrangements above will be lifted from Monday 21st June 2021 and the main conditions will remain.

I fully understand the above conditions and agree to the conditions of hire.

Signed Date.....