



# WEST END PARISH COUNCIL CONDITIONS OF HIRE & FIRE EVACUATION INSTRUCTIONS

Bookings are confirmed by a completed booking form and full payment, unless discussed with the Parish Office Staff. The preparation of the room(s) is the responsibility of the hirer.

Hirers must be aged 18 or over.

While the booking is in progress, the hirer is responsible for the room(s) hired. A caretaker will meet you at the venue at your booking start time and return at your end time to lock up the building as you leave. Please do not leave the venue empty at any time.

The booking only applies to use of the building; it does not give you permission to use the outside areas, other than for car parking. The Parish Council does not hold a licence for outside entertainment.

**Noise levels must be kept at a level that is considerate to neighbouring properties.**

Please note, the Hall is not licensed for the sale of alcohol. If you wish to have a licensed bar you must obtain a Temporary Event Notice (TEN). The Licensing Laws must be obeyed, and last orders called 15 minutes before the end of the licensing hours to enable the bar to close promptly on time.

**No BluTak or sticky tape is to be used on any painted surfaces to hang decorations.**

There are hooks around the walls which can be used for this.

**THERE IS NO SMOKING ANYWHERE WITHIN ANY OF THE FACILITIES.**

Should a problem occur with unwelcome guests in the building or the car park, please telephone the Police on 101 and the Caretaker on duty:

<b>West End Parish Centre</b>	<b>Monday to Friday</b>	Gill Mansbridge	07961 945380
	<b>Weekend Bookings</b>	Yvonne Brewster	07904 054594
<b>Townhill Farm Community Centre</b>	<b>Weekend Bookings</b>	Shelley Mockford	07947 657074

**PLEASE ENSURE THE HALL IS LEFT CLEAN AND TIDY BEFORE YOU VACATE. FAILURE TO DO SO MAY RESULT IN YOUR DEPOSIT NOT BEING REFUNDED.**

**ALL RUBBISH MUST BE BAGGED AND LEFT INSIDE BY THE ENTRANCE FOR OUR CARETAKER TO DISPOSE OF.**

## **CAR PARKING**

The car park in front of the facility is for the users of the Centre. The car parks at The Parish Centre, The Youthouse and The Fire Station are locked immediately after the last booking is finished. Cars left in the car park will be locked in overnight. On departure, you should consider local residents and leave as quietly as possible.

If there is a need to evacuate the building for fire or another situation the Fire Service will need to be contacted – TELEPHONE 999 IMMEDIATELY.

They will need to know the postcode of the facility which are as follows:

The Parish Centre	SO30 3FE
The Old Fire Station	SO30 3EG
The Youth Club	SO30 3FB
Townhill Farm Community Centre	SO18 3RA

During office hours (8.30 am – 1.00 pm Monday to Friday) Parish Council staff will take responsibility for calling the Fire Service for the Parish Centre.

**Important** – When the Parish Office is closed, this responsibility passes to the hirer.

1. Immediately warn everyone in the building by setting off the nearest fire alarm by breaking the glass of the red fire point box.
2. **DO NOT** attempt to put out the fire.

**ON HEARING THE ALARM:**

1. Leave the building by the nearest available exit.
2. Check all areas of building, particularly toilets, to ensure everyone leaves the building.
3. **DO NOT** stop or go back to collect your personal belongings.
4. Report to the appropriate assembly point which are as follows:

The Parish Centre	Car Park – By the Parish Council notice board
The Old Firestation	Grassed area in Orchards Way opposite Car Park
The Youth Club	Car Park – By the Tennis Court
Townhill Farm Community Centre	Children’s play area opposite the building

5. **DO NOT** re-enter the building until the all-clear is given and you are authorised to do so. It is the responsibility of the Parish Council staff, or the hirers, including Library staff once the Parish Office is closed, to ensure that:
  - You are familiar with fire exits and the location of fire alarms.
  - Passages and exits are kept clear of obstructions.
  - You are aware, as far as possible, of the disability of visitors.

Disabled people may require additional assistance to leave the building safely and quickly in the event of the fire alarm being activated. Disabled people may not only include wheelchair users, but also people with hearing difficulties or visual impairment, the elderly, infirm or persons with learning difficulties who may not be able to react quickly or could become confused if the fire bell starts.