

RECREATION ROOM HIRING AGREEMENT

The **Recreation Room** may be hired by anyone over the age of 18. However, no parties for the 16 to 21 age group are allowed. For anyone between the ages of 18 and 21 wishing to hire the Rec Room, the **Parish Council** reserves the right to ask for a guarantor.

Name of hirer	
Address of hirer	
Phone number of hirer	
Email address of hirer	
Will you be using a bouncy castle?	Yes/No

Date of Hire	Commenced	Time Entering the Room	Time Leaving the Room	
Purpose of Hire				
Hiring Fees	£ Per hour	Bond (if required) N/A	Total Cost	£ Per Session

Regular users please enter the day/s and weekly or every other week etc.

We cannot accept any cash payments. Payment must be made by any of the following:

- **Preferred choice of payment is by Internet Banking Payment to:**
 - **Bank Account Number 20430074, Sort Code 60-83-01**
- **Cheque made payable to Beckingham-Cum-Saundby Parish Council; Cheques should be posted to the Clerk:**

Mr E Knox – Clerk/Responsible Finance Officer

24 Allison Avenue

Retford

DN22 7JS

01777 711579

Email: clerk@beckinghamcumsaundby-pc.org.uk

Cheques to be made payable to **Beckingham-Cum-Saundby Parish Council**.

1. For regular users the booking payment must be made at least quarterly. The Parish Council shall send you an invoice, together with a remittance advice slip to return (if paying by cheque).
2. At the Parish Council's discretion, a bond for the sum detailed above may be required against any damage, breakages or loss incurred to the premises and equipment by the hirer or any person associated with the event. It will also cover any necessity for the Caretaker to carry out non-routine cleaning work should the hirer not leave the Recreation Room in the same clean and tidy condition as handed over at commencement of hiring.
3. Any bond will be returned within 7 working days following the hiring provided that no damage, loss or further cleaning work has been incurred as a result of the hiring.
4. Should any damage or loss be incurred to the Rec Room or equipment that exceeds the bond amount paid, the hirer will be responsible for the extra amount.
5. All hirers will be charged for breakages of crockery and glassware. The hirer will be notified and given the option to replace the breakages/losses on a like for like basis or pay for their replacement.
6. Any cancellations must be notified in writing, email is acceptable. In the event of a cancellation by the hirer 14 days or more prior to the hire, all monies will be refunded. In the event of cancellation by the hirer at less than 14 days' notice, any refund shall be at mutual discretion of the Caretaker, in consultation with the Clerk to the Council, depending on the circumstances of the cancellation.

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7. **Hire charges** shall be in accordance with the agreement with the Parish Council for the hire rate of £7 per hour for regular user groups/charities. £9 per hour for 'one-time' hires. £20 for Commercial Hires (businesses/non-domestic for Training/Meetings and polling days) £20ph. ALL hires are with minimum hire of **2hrs per session** This may change on decision of the Parish Council with the hirer, any future changes will be implemented on 1st Apr.
8. The Parish Council reserves the right to cancel any booking at any time and for any reason, although it is not envisaged that it would do so, other than in exceptional circumstances. For example, the Parish Council is under no liability whatsoever in respect of unavailability of the Rec Room due to fire, flood damage, break-in, destruction or any other reason beyond its control. Additionally, bookings may need to be cancelled/re-arranged if the premises are required for use as a Polling Station. Bookings are accepted on the basis of the information provided by the hirer. In the event that any information given as to the purpose of use, number of persons attending or other relevant factor is found to be incorrect, the Parish Council reserves the right to cancel the booking.

The Recreation Room is a non-smoking venue. Any users who wish to smoke must do so outside and use the cigarette disposal receptacle provided.

Premises Licence

The Parish Council holds Premises Licence no PL1151 for the Recreation, this enables hirers to undertake the following between 10am and Midnight Monday to Saturday and 10am to 11pm on Sundays:

- 1) Performance of Live Indoor Music and provision of facilities for Indoor Music
- 2) Playing of recorded Indoor Music and provision of facilities for Indoor Music
- 3) Performance of Indoor Dance and provision of facilities for Indoor Dance
- 4) Entertainment Indoors of a similar description to those falling within categories 1,2 and 3
- 5) The Sale of alcohol for consumption **ON** the premises **ONLY** – Sale of Alcohol is only in agreement with the Recreation Room Caretaker or Clerk to the Council.

If you wish to sell or consume alcohol on the premises, you must also abide by the following requirements:

The **responsible person** regarding alcohol will be a member of the parish council in attendance at your event, who will ensure that anyone present does not carry out, arrange or participate in any irresponsible promotions in relation to alcohol. This means any one or more of the following activities or similar activities for the encouraging the sale or supply of alcohol for consumption on the premises:

- Games or activities which are designed, require or encourage individuals to drink a quantity of alcohol within a time limit or drink as much alcohol as possible.
- Provision of unlimited or unspecified quantities of alcohol for free or for discounted free to the public or group.
- Selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner.
- Dispensing alcohol direct by one person into the mouth of another (unless they have a disability which requires assistance by another person).

The **responsible person** (parish council representative) will ensure that free potable tap water is provided for on request to customers.

The **responsible person** (parish council representative) will ensure that an age verification policy is adopted in relation to the sale and supply of alcohol. The responsible may carry out age verification checks of anyone consuming alcohol. Operate a 'Challenge 25' scheme, anyone who appears to be 25 years of age or younger must produce or anyone, when asked for proof of ID must be able to provide ID bearing their photograph and date of birth (passport, driving licence) to prove they are over the age of 18.

The **responsible person** (parish council representative) must ensure that where any of the following drinks are sold or consumed on the premises it is available in the following measures:

- Beer, Lager or Cider ½ pint and 1 pints
- Gin, rum, vodka, or whiskey in 25ml or 35ml and
- Wine in a 125ml glass.

These measures must be displayed in your menu, price list or other printed material available to your potential customers.

There shall not be any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children.

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Challenge 25 notices shall be displayed in prominent positions throughout the premises. A Challenge 25 scheme shall operate at the premises. Any person who appears to be under 25 years of age shall not be allowed to purchase alcohol unless they produce an acceptable form of photo identification. (e.g., passport, driving licence, Military ID or PASS accredited card).

An alcoholic incident book and a Challenge 25 Incident book shall be kept to record all instances of disorder, damage to property and personal injury at the premises. This book shall be made available for inspection and copying by the Police or any other authorised person upon request and all such books shall be retained at the premises for at least 12 months. **Both Books are located in the kitchen in the Rec Room.**

General Hiring Conditions:

For the duration of the agreed hiring period the hirer agrees to: -

a) Will ensure that they make themselves aware of all **Health & Safety** requirements set out by the **Parish Council**. In particular the **Hirer** will make themselves aware of the **Recreation Room** fire and evacuation procedures. **All Health & Safety** and emergency procedure information can be found in the kitchen, please speak with the Rec Room caretaker for further information.

The Caretaker may check, at any time, that the Rec Room is being used in a safe and appropriate manner. The Hirer shall comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, and the Rec Room's Fire Risk Assessment or otherwise, particularly in connection with any event which constitutes regulated entertainment, or which is attended by children. The Hirer shall also comply with the Rec Room's health and safety policy.

b) FIRE on the discovery of a fire, SHOUT FIRE, FIRE FIRE!!! and initiate evacuation of Recreation Room to the muster point at the Green beside the red phone box, call the Fire Brigade on 999 and notify the Caretaker. Do not collect belongings as you leave and only return to the Recreation Room when it is safe to do so. In advance of any activity whether regulated entertainment or not the Hirer shall check the following items:

- That all fire exits are unlocked and panic bolts in good working order.
- That all escape routes are free of obstruction and can be safely used for instant free public exit.
- That any fire doors are not wedged open.
- That exit signs are illuminated.
- That there are no obvious fire hazards on the premises.
- No flammable substances are to be brought into, or used in any part of the premises and that No internal decorations of a combustible nature (e.g., polystyrene, cotton wool) shall be erected without the consent of the management committee. No decorations are to be put up near light fittings or heaters.

The Hirer acknowledges that they have received instruction in the following matters:

- The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the Rec Room.
- The location and use of fire equipment.
- Escape routes and the need to keep them clear.
- Method of operation of escape door fastenings.
- Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.
- Location of the first aid box.

C) Smoking the Hirer shall, and shall ensure that the Hirer's invitees, comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. Any person who breaches this provision shall be asked to leave the premises. The Hirer shall ensure that anyone wishing to smoke does so outside and disposes of cigarette ends, matches etc. in a tidy and responsible manner, so as not to cause a fire.

f) Before leaving **the Recreation Room**, ensure the central heating thermostat is turned down to 10 degrees, all windows are closed and all lights switched off.

g) Beckingham-Cum-Saundby Parish Council accepts **no** responsibility for loss or damage to any personal items or those belonging to any other organisation left on the premises.

h) Maximum Occupancy - The **Hirer** will not admit more than the following number of people to the premises during the period of hire:

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- **85 persons** in the Whole Building Standing, (75 in the Main Hall, 10 between the kitchen and hallway) **or 60 seated in Main Hall** (plus up to 10 standing in Kitchen/Hallway) Please Note due to Covid this number is greatly reduced, it is your responsibility to ensure you're aware of any current restrictions on the number of people allowed in the room at any one time due to the Pandemic and you must ask customers to maintain social distances.

I) Sub-Hire, the **Hirer** will not use the premises for any purpose other than those described in this booking form and shall not sub-hire the premises to any other person or organisation.

J) The Hirer shall, during the period of hire, be responsible for the fabric and contents of the premises, their care and safety from damage, however slight, the behaviour of all persons admitted to the premises by the hirer.

K) Insurance, Indemnity, and Personal Injury, The **Hirer** shall be liable for and indemnify the Parish Council against any liability, cost, claim or proceedings whatsoever arising under any statute or at Common Law in respect of any default or injury however or by whomsoever caused by or to any persons which shall occur while such person is in or on any part of the premises during the period of hire, or in respect of any loss or damage suffered or sustained by any person in consequence of any such default or injury, other than arising from the Parish Council's negligence. The Parish Council reserves the right to require any hirer to produce evidence that appropriate insurance has been arranged, and will be in force at all material times.

The use of the premises and equipment, facilities and amenities, including car parking, is permitted solely at the hirer's own risk. The Parish Council shall not be liable for any injury to any hirer or anyone invited on to or admitted to the premises by the hirer, or for loss or damage to any private property. Any property or effects on the premises belonging to the hirer shall be at the hirer's sole risk and, unless previously agreed by the Parish Council, if such equipment, property or effects are not removed at the end of the period of hire, an additional charge may be made.

L) Illegal/Unlawful Activities, Dangerous Substances and Articles - The **Hirer** shall not cause or permit the premises to be used for any unlawful or illegal activity; in the event of such activity, the Parish Council reserves the right to cancel the hire immediately, and any monies paid will be forfeited. The Parish Council will report evidence of illegal activities on the premises to the police and assist the police with their enquiries. No substances or articles of a combustible, explosive, dangerous, noxious or intoxicating nature shall be brought onto the premises without the Consent of the Parish Council. No decorations shall be placed in close proximity to heaters or light fittings.

M) Right of Entry – The Parish Council reserves the right for any authorised officer of the Parish Council, the police, fire & rescue service or any other statutory body to enter the premises at any time, and the right to require the hirer to refuse admission to or remove from the premises any disorderly person or persons.

O) Animals - dogs assisting visitors who are visually impaired are welcome on Parish Council premises provided they are accompanied by their owner. Otherwise, the hirer shall ensure that no animals (including birds) are brought onto the premises without the prior consent of Caretaker.

Q) BOUNCY CASTLES/PLAY INFLATABLES – Bouncy castles and other forms of play inflatable shall not be used inside the rec room.

R) Keyholders – Hirers granted permission by the Caretaker to hold keys shall not loan them to any third party, shall not make any copies of the keys and shall pay for the replacement of lost or damaged keys. The Caretaker and Parish Council reserves the right to withdraw keyholder status.

U) Setting Up Time – We offer Regular User Groups 30 minutes, 15 minutes setting up and 15 minutes clearing away periods at either end of your paid hire period for free. If you require additional time to set up or clear up the Rec Room in addition to your paid hire period you must NOT enter the Rec Room before the start of the free period or leave after the free period has ended. Additional Time should you require, it must be requested beforehand via the Caretaker and paid for.

V) 16 to 21 aged parties – No parties for the age group of attendees 16-21.

Additional Conditions -

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1. A code will be given for access to main door and also the burglar alarm.
2. All new hires are to sign an acceptance of the emergency rules.
3. Door key in lockbox on side of porch. **Please ask Caretaker for the code – DO Not Share this code with anyone** and the key must be put back in the key safe on leaving.
4. The room is checked by the hirer prior to use to ensure that no damage has occurred before use. Any damage discovered is to be noted and reported to the caretaker.
5. The room is to be left in a clean and tidy condition as found.
6. If the alarm is not set on entry, this must be reported to the caretaker.
7. The kitchen is equipped for use and is anticipated to cover most general needs.
8. Any food required must be provided by the hirer, must not be stored on site and must be removed at the end of period of hire unless agreed prior to the booking.
9. Any equipment required by the hirer and not supplied is the responsibility of the hirer and must be removed after the event.
10. The projector equipment is required to be booked separately and instructions to operate the equipment will be supplied when the key is drawn/collected.
11. The room must be left as found to ensure that the next hirer is able to use the room and facilities without having to clean first.
12. The room must be left secure and alarm set before leaving. **Please ask Caretaker for the Alarm Code: to deactivate, enter code and press FULL to activate – DO Not Share this code with anyone.**
13. Any damage caused by the hirer must be reported to the caretaker/clerk immediately.
14. The use of the outside shed, for storage of non-food items, is by negotiation and any item stored is at the owners' risk.
15. If the new card tables are used other than for card games, they must be covered with plastic cloths to protect them. (Cloths are kept in bottom draw in kitchen unit)
16. Do not stick Blu Tak or Sellotape on the walls
17. 1st Aid Kit and Accident book are in the kitchen
18. Hot Water – the boiler is on permanently so will work when taps are turned on.
19. Projector/IT Equipment please speak with the Caretaker on how to operate this but the remote is in the safe box in the corridor and the key to the safe box is in the key box on the corridor wall.
20. **DEFIBRILATOR** – Only access in an emergency, the Defib is on the front of the Recreation Room in a yellow locked cabinet, **Call 999 for the code for Door Lock then TURN LOCK TO LEFT and OPEN**, it can be awkward to open so push when you turn the handle. Instructions for use are inside the cabinet, please ensure the Caretaker is informed if the Defib has been used and return it together with instructions to the cabinet after use
20. **Bouncy Castles** – These will only be allowed outside the Rec Room on the Spinner at the rear, not on the Green at the front. Before anyone is allowed to use a bouncy castle the hirer must complete, sign and date the Bouncy Castle Disclaimer below.

DECLARATION

I understand and agree to **The Recreation Room** hiring agreement as detailed above:

Signature of Hirer: _____ Date: _____

I agree to act as guarantor to the Hirer who is under 21 and over 18 years of age. In doing so I accept the conditions of hire as described above and confirm that I am over the age of 21.

Signature of guarantor: _____ Date: _____

PLEASE TICK TO INDICATE WHETHER ALCOHOL WILL BE SERVED OR SOLD AT YOUR EVENT

NO Alcohol Served/Sold

YES Alcohol will be served/sold

Bouncy Castle Disclaimer

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IMPORTANT NOTICE The Bouncy Castle equipment used outside the Rec Room on the Spinney, must be used in accordance with your bouncy castle manufacturers/hire company's guidelines and conditions of hire. Those using the inflatable must do so safely.

However, accidents can happen. Beckingham-Cum-Saundby Parish Council accepts no liability for injuries sustained or any other loss, howsoever caused, in the use of the bouncy castle. As the equipment will be in your possession and control whilst in use, rather than Beckingham-Cum-Saundby Parish Council, any liability for injuries or other losses caused or sustained involving the bouncy castle rests with the hirer (insert Hirer name)

_____. The use of the bouncy castle is **NOT** covered at all by the insurer of Beckingham-Cum-Saundby Parish Council. Accordingly, it is strongly recommended that the hirer has their own adequate public liability insurance covering their liability arising from the use of the inflatable.

I DECLARE that I have read and understand these terms and conditions of the Bouncy Castle Disclaimer and have also read, or will read and understand any terms and conditions of hire, and any relevant operating and safety instructions supplied with the bouncy castle equipment from where/who you have obtained the Bouncy Castle from. Therefore, I sign this disclaimer fully aware of the implications and responsibilities placed upon me by doing so.

SIGNED _____

PRINT _____

DATE _____

Insurance Disclaimer