



Valley Park Community Centre Hiring Agreement



Valley Park Community Association

Community Centre, Pilgrims Close, Valley Park, Chandlers Ford,
Hampshire, SO53 4ST

Registered Charity Number: 1195396

Tel: 023 8026 6593 Email: bookings@valleyparkcommunity.co.uk



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Hiring Agreement

By signing this Agreement, you are entering into a contract that could be used in evidence should legal action become necessary.

DATED

PARTIES

Valley Park Community Association

and

Name or organisation:

AGREED as follows:

1. Throughout this Agreement:

- the Community Association named in clause 2.2 is referred to as “we”; “our” is to be construed accordingly and “we” and “us” mean and include the Association’s charity trustees, employees, volunteers, agents and invitees
- the person or organisation named in clause 2.3 is referred to as “you”; and “your” is to be construed accordingly; “you” also includes the members of your management committee (if appropriate), your employees, volunteers, agents and invitees
- where you must seek our consent, tell us about something or give us something, you must speak to and seek consent from the Centre Manager or, if the Centre Manager is not available, any of our charity trustees.

2. In consideration of the hire fee described in clause 2.4, we agree to permit you to use the premises described in clause 2.5 for the purpose described in clause 2.6 for the period(s) described in clause 2.1. The details inserted in sub-clauses 2.1 to 2.6 below and the answers to the questions in sub-clauses 2.7 to 2.11 are terms of this Agreement. This Agreement includes the annexed Standard Conditions of Hire and the Special Conditions of Hire (if any) set out in the attached Schedule.

2.1 Dates(s) required

(a) INDIVIDUAL OR ONE-OFF HIRE

Date(s) (dd/mm/yyyy)	Start of Hire Time	End of Hire Time

Please email me information regarding advertisement of my event in the Valley Park Voice to the email address provided in the Agreement

OR

(b) REGULAR HIRE

Day	Dates (From-to)	Start Time	Finish Time	Room/s
	-			
	-			
	-			
	-			
	-			

NOT INCLUDING (Please consider if your session will run during school holidays):

Date From	Date to

I would like my sessions to be advertised at the Centre

I would like my session(s) to be advertised in the Valley Park Voice

Telephone number and/or email address to be shared publicly to allow potential participants to contact you:

A copy of your relevant Public Liability Insurance Certificate must be submitted to validate your booking.

2.2 Community Centre

(a)	Registered Charity No	1195396
(b)	Authorised Representative Address	Centre Manager Valley Park Community Association Community Centre Pilgrims Close Chandlers Ford SO53 4ST
	Telephone Numbers & Email	02380 266593 bookings@valleyparkcommunity.co.uk

2.3 Hirer

(a)	Name	<input type="text"/>
(b)	Organisation	<input type="text"/>
(c)	Name of Organisation's Authorised Representative	<input type="text"/>
	Address	<input type="text"/>
	Telephone Numbers & Email	<input type="text"/>

- 2.8 Will tickets be sold for your event? Yes / No
- 2.9 Is food to be provided at the event? Yes / No
- 2.10 Is alcohol to be provided at the event? Yes / No
- 2.11 Will there be exhibition of a film? Yes / No
- 2.12 Will live music be performed or recorded Music played? Yes / No

3. You agree not to exceed the maximum permitted number of people per room including the organisers/performers.

Main Hall	80
Room 1	30
Room 2	20
New Hall	50

Number of people attending:

4. The hall does not have a licence:

with the Performing Rights Society (PRS) for the performance of copyright music.

from Phonographic Performance Licence (PPL).

4.1 We have a Premises Licence authorising regulated entertainment only. You hereby acknowledge receipt of a copy of the conditions of the Premises Licence and/or Operating Schedule for the premises, in accordance with which the hiring must be undertaken, and agree to apply with all obligations therein.

(i) You agree that if regulated entertainment, not covered by our Premises Licence, is to be held you must obtain our consent to give notice of a Temporary Events Notice (TEN) to the licencing authority (Test Valley Borough Council). We will advise if a TEN is not needed.

(ii) You agree to give us notice of your intention to provide alcohol at the event and to give notice of a TEN to the licensing authority, Test Valley Borough Council.

If you fail to comply with (i) or (ii) above, we will cancel the hiring without compensation. This is because there is a limit on the number of TENs that can be granted annually for any premises. Lack of co-operation could affect future fundraising by us and by local voluntary organisations.

5. You agree with us to be present (by your authorised representative, if appropriate) during the hiring and to comply fully with this Agreement.

- 6. We and you hereby agree that the Standard Conditions of Hire (see below), together with any additional conditions imposed under the Premises Licence or that we deem necessary form part of the terms of this Agreement unless we and you agree in writing.
- 7. None of the provisions of this Agreement are intended to or will operate to confer any benefit pursuant to the Contracts (Rights of Third Parties) Act 1999 on a person who is not named as a party to this Agreement.

Signed by the person named at 2.2(b) above, duly authorised, on behalf of the Association.

Signature

Date

--	--

Signed by the person named at 2.3(a) above or at 2.3(c) above, duly authorised, on behalf of the organisation named at 2.3(b) above, where applicable.

Signature

Date

--	--

Standard Conditions of Hire

If you are in any doubt as to the meaning of any of the Conditions, you must seek clarification from us without delay.

1. Age

You, not being a person under 18 years of age, hereby accept responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all Standard Conditions under this Agreement relating to management and supervision of the premises are met.

2. Supervision

During the period of the hiring, you are responsible for:

- (i) supervision of the premises, the fabric and the contents;
- (ii) care of the premises, safety from damage however slight or change of any sort; and
- (iii) 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.

As directed by us, you must make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

3. Use of premises

You must not use the premises (including the car park) for any purpose other than that described in the Agreement. You must not sub-hire or use the premises or allow the premises to be used for any unlawful or unsuitable purpose. You must not in any unlawful way do anything to bring on to the premises anything which might endanger the premises or render invalid any insurance policies covering the premises.

The hire period must include set-up and clear-up times. The premises must not be accessed outside of the agreed hire period and must be vacated promptly at the end of the hire.

The Centre management committee reserve the right to enter the hall at any time during an event if it has reason to believe there may be a problem, and to impose further conditions or curtail the event as it considers necessary due to impropriety of use or for the welfare of guests or the safety of the building.

The Community Centre is administered in accordance with the Constitution of the Valley Park Community Association and is bound by the terms of lease from the landlord Test Valley Borough Council.

4. Insurance and indemnity

- (i) You are liable for:
 - (a) costs arising from accidental and malicious loss or damage and for loss or damage arising out of your negligence to any part of the premises including its curtilage or its contents
 - (b) costs arising from accidental and malicious loss or damage and for loss or damage arising out of your negligence done to our WiFi service
 - (c) all claims, losses, damages and costs made against or incurred by us, our employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of your use of the premises (including the storage of equipment) and/or your use of our WiFi service, and
 - (d) all claims, losses, damages and costs made against or incurred by us as a result of any nuisance caused to a third party as a result of your use of the premises and/or the use of our WiFi service, and
- (ii) We will take out adequate insurance to insure the liabilities described in sub-clauses (i)(a) and (b) above and may, in our discretion and in the case of non-commercial hirers, insure the liabilities described in sub-clauses (i)(c) and (d) above. We will claim on our insurance for any liability you incur but you must indemnify us against:
 - (a) any insurance excess incurred and
 - (b) the difference between the amount of the liability and the monies we receive under the insurance policy.
- (iii) Where we do not insure the liabilities described in sub-clauses (i)(c) and (d) above, you must take out adequate insurance to insure such liability and on demand must produce the policy and current receipt or other evidence of cover to our Hall Secretary. If you fail to produce such policy and evidence of cover, we will cancel this Agreement and re-hire the premises to another hirer.

We are insured against any claims arising out of our own negligence.

5. Gaming, betting and lotteries

You must ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

6. Music Copyright licensing

You must ensure that we hold relevant licences under Performing Right Society (PRS) and the Phonographic Performance Licence (PPL) or, where appropriate, you must hold such licence(s).

7. Music

You must have our written permission for performance of live music and the playing of recorded music under the Deregulation Act 2015. This agreement confers that permission.

8. Film

You must restrict children from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. You must ensure that you have the appropriate copyright licences for film. This agreement confers the required permission on you. (The Deregulation Act 2015 requires you to have our written permission to show a film).

Performances involving danger to the public or of a sexually explicit nature are not permitted.

9. Safeguarding children, young people, and adults at risk

You must ensure that any activities for children, young people and adults at risk are only provided by fit and proper persons in accordance with the Children Act 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS). All reasonable steps must be taken to prevent harm, and to respond appropriately when harm does occur. Relevant concerns must be reported.

You must comply with current counter-radicalisation and security legislation. No activity which may be construed as drawing people into terrorism is permitted to take place in accordance with the Counter-Radicalisation and Security Act 2015 and any subsequent legislation.

A copy of our Safeguarding Policy can be found in a file on the main kitchen countertop. This includes details of the Designated Safeguarding Lead/s. If you would more information regarding these conditions, please contact safeguarding@valleyparkcommunity.co.uk.

10. Public safety compliance

You must comply with all conditions and regulations made in respect of the premises by the Local Authority (Test Valley Borough Council), the Licensing Authority, and our fire risk assessment or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children. You must also comply with our health and safety policy.

It is your responsibility to ensure that you are aware of the Health and Safety at Work Act 1974 and to take reasonable precautions to ensure that activities are carried out in a reasonable way. A copy of the Centre Health and Safety Policy is located in a file on the small table in the Foyer and on our website. You must familiarise yourself with this policy.

You must call the Fire Service to any outbreak of fire, however slight, and give details to our Centre Manager.

- (i) You acknowledge that you 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 hall.
 - 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.
- (ii) In advance of any activity whether regulated entertainment or not you must check the following items:
- That all fire exits are unlocked and panic bolts are in good working order.
 - That all escape routes are free from 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 fire-hazards on the premises.
 - That emergency lighting supply illuminating all exit signs and routes are turned on during the whole of the time the premises are occupied.

11. Noise

You must ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. You must, if using sound amplification equipment, make use of any noise limitation device provided at the premises and comply with any other licensing condition for the premises.

12. Drunk and disorderly behaviour and supply of illegal drugs

You must ensure that in order to avoid disturbing neighbours of the hall and avoid violent or criminal behaviour:

- (i) no one attending the event consumes excessive amounts of alcohol
- (ii) no illegal drugs are brought onto the premises.

Drunk and disorderly behaviour is not permitted either on the premises or in its immediate vicinity. We will ask any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way to leave the premises in accordance with the Licensing Act 2003.

13. Food, health and hygiene

You must, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. The premises are provided with a fridge and a thermometer.

Under the Food Safety Act 1990, it is the responsibility of the persons providing food for any event held in the Centre to ensure that they are aware of and abide by the legal requirements. The management committee is not responsible for any food brought into the Centre. If multiple hirers use the kitchen concurrently, then appropriate food preparation procedures must be followed to ensure there is no cross-contamination.

14. Electrical Appliance Safety

You must ensure that any electrical appliances brought by you to the premises and used there are safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Where a residual circuit breaker is provided you must make use of it in the interests of public safety.

Certification of PAT tests and public liability insurance are required for any electrical equipment that you bring onto the premises. Certification must be produced on request.

Copies of certificates of insurance may be required before a booking can be confirmed. Without adequate insurance cover such equipment must not be used. Hirers may be asked to remove such equipment from the premises.

15. Stored equipment

We accept no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring or we will charge fees each day or part of a day at the hire fee per hiring until the same is removed.

We may, in our discretion, dispose of any items referred to below by sale or otherwise on such terms and conditions as we think fit, and charge you any costs we incur in storing and selling or otherwise disposing of the same, in any of the following circumstances:

- (i) your failure to pay any charges in respect of stored equipment due and payable or to remove the same within seven days after the agreed storage period has ended

- (ii) your failure to dispose of any property brought on to the premises for the purposes of the hiring.

16. Smoking

You must comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. We will ask any person who breaches this provision to leave the premises. You must 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. Valley Park Community Centre has a no smoking policy, this applies to the entire building, playground, and grounds.

17. Accidents and dangerous occurrences

You must report to us as soon as possible any failure of our equipment or equipment brought in by you. You must report all accidents involving injury to the public to us as soon as possible and complete the relevant section in our accident book. You must report certain types of accident or injury on a special form to the Incident Contact Centre. Our Hall Secretary will give assistance in completing this form and can provide contact details of the Incident Contact Centre. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

18. Explosives and flammable substances

You must ensure that:

- (i) Highly flammable substances are not brought into, or used in any part of the premises.
- (ii) No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) are erected without our consent.

19. Heating

You must ensure that no unauthorised heating appliances are used on the premises when open to the public without our consent. You must not use portable liquefied propane gas (LPG) heating appliances.

20. Animals

You must ensure that Guide dogs, Hearing dogs and assistance dog owners are allowed on the premises.

21. Fly posting

You must not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises, and must indemnify and keep us indemnified accordingly against all actions, claims and proceedings arising from any breach

of this Condition. If you fail to observe this Condition you may be prosecuted by the local authority.

22. Sale of goods

You must, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, you must ensure that the total prices of all goods and services are prominently displayed, as must be the organiser's name and address and any discounts offered are based only on Manufacturers' Recommended Retail Prices.

23. WiFi Services

When using the WiFi service you agree at all times to be bound by the following provisions:

- (i) not to use the WiFi service for any of the following purposes:
 - (a) disseminating any unlawful, harassing, libellous, abusive, threatening, harmful, vulgar, obscene or otherwise objectionable material or otherwise breaching any laws;
 - (b) transmitting material that constitutes a criminal offence, results in civil liability or otherwise breaches and applicable laws, regulations or code or practice;
 - (c) interfering with any other persons use or enjoyment of the WiFi service; or
 - (d) making, transmitting or storing electronic copies of material protected by copyright without permission of the owner;
- (ii) to keep any username, password, or any other information which forms part of the WiFi service security procedure confidential and not to disclose it to any third party.

24. Termination of the WiFi service

We have the right to suspend or terminate our WiFi service immediately in the event that there is any breach of any of the provisions of these Standard Conditions including without limitation:

- (i) if you use any equipment which is defective or illegal;
- (ii) if you cause any technical or other problems to our WiFi service;
- (iii) if, in our opinion, you are involved in fraudulent or unauthorised use of our WiFi service;
- (iv) if you resell access to our WiFi service; or

- (v) if you use our WiFi service in contravention of the terms of these Standard Conditions.

25. Availability of WiFi Services

- (i) Although we aim to offer the best WiFi service possible, we make no promise that the WiFi service will meet your requirements. We cannot guarantee that our WiFi service will be fault-free or accessible at all times.
- (ii) It is your responsibility to ensure that any WiFi enabled device used by you is compatible with our WiFi service and is switched on. The availability and performance of our WiFi service is subject to all memory, storage and any other limitations in your device. Our WiFi service is only available to your device when it is within the operating range of the main hall.
- (iii) We are not responsible for data, messages, or pages that you may lose or that become misdirected because of the interruptions or performance issues with our WiFi service or wireless communications networks generally. We may impose usage, or service limits, suspend service, or block certain kinds of usage in our sole discretion, to protect other users of our WiFi service. Network speed is no indication of the speed at which your WiFi enabled device or our WiFi service sends or receives data. Actual network speed will vary based on configuration, compression and network congestion.

26. Privacy and Data Protection

- (i) We may collect and store personal data through your use of our WiFi service.
- (ii) We may process all information about you which is provided in relation to our WiFi service in accordance with your legal rights under the Data Protection 1998 and solely for the purposes of offering the WiFi service.
- (iii) By using our WiFi service, you agree to the terms of this clause 26. If you would like more information or object to anything in these conditions, you should email treasurer@valleyparkcommunity.co.uk.

When using the WiFi service the Hirer agrees at all times to be bound by the following provisions:

- (i) not to use the WiFi service for any of the following purposes;
 - (a) disseminating any unlawful, harassing, libellous, abusive, threatening, harmful, vulgar, obscene or otherwise objectionable material or otherwise breaching any laws;

- (b) transmitting material that constitutes a criminal offence, results in civil liability or otherwise breaches any applicable laws, regulations or codes of practice;
- (c) interfering with any other persons use or enjoyment of the WiFi service; and
- (d) making, transmitting or storing electronic copies of material protected by copyright without permission of the owner
- (e) to keep any username, password, or any other information which forms part of the WiFi service security procedure confidential and not to disclose it to any third party.

27. Inflatables

Valley Park Community Association will accept no responsibility for any accidents occurring from the use of Inflatables (Bouncy Castles or similar). Hirers using inflatables do so at their own risk. The use of Inflatables at the Community Centre will only be permitted if the hirer provides a copy of the necessary insurance certification for the use of the equipment. Hirers must sign and submit a declaration for the use of inflatables at Valley Park Community Centre.

28. Cancellation

You may cancel the booking by giving at least two weeks written notice.

Where you cancel the booking fourteen days prior to the event and we are unable to conclude a replacement booking, we may, in our complete discretion, return the deposit or require payment of the hire fee.

Cancellations made with less than 2 weeks' notice are liable to payment of the whole hiring charge.

We reserve the right to cancel this Agreement by giving you written notice in the event of:

- (i) the premises being required for use as a Polling Station for Parliamentary or Local Government election or by-election;
- (ii) our reasonably considering that
 - (a) such hiring will lead to a breach of licencing conditions, if applicable, or other legal or statutory requirements, or
 - (b) unlawful or unsuitable activities will take place at the premises as a result of this hiring;
- (iii) the premises becoming unfit for your intended use;

- (v) an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.
- (vi) force majeure as determined by the management committee.

In any such case you will be entitled to a refund of any deposit already paid, but we will not be liable to you for any resulting direct or indirect loss or damages whatsoever.

29. End of hire

You are responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise we may make an additional charge.

30. No alterations

You must not make any alterations or additions to the premises nor install or attach any fixtures or placards, decorations or other articles in any way to any part of the premises without our prior written approval. In our discretion, any alteration, fixture or fitting or attachment which we have approved may remain in the premises at the end of the hiring. Such items will become our property unless you remove them and you must make good to our satisfaction any damage you cause to the premises by such removal.

31. No rights

This Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on you.

Appendix 1

Application for consent for a Temporary Event Notice to be given for an event at Valley Park Community Centre

Valley Park Community Centre is not licensed for the sale of alcohol.

I hereby apply to **Valley Park Community Association** Management Committee for consent to give to the Licensing Authority (Test Valley Borough Council) a Temporary Event Notice to hold the following licensable activities at the hall on the following date(s), during the following hours and in the following location(s):

Date(s)				
Time				
Description of event				
Licensable activities				
Location	Main Hall	<input type="checkbox"/>	New Hall	<input type="checkbox"/>
	Kitchen	<input type="checkbox"/>	Kitchenette	<input type="checkbox"/>
	Room 1	<input type="checkbox"/>	Foyer	<input type="checkbox"/>
	Room 2	<input type="checkbox"/>	Playground	<input type="checkbox"/>

I hereby undertake to comply with the provisions of the Licensing Act 2003 (and any regulations thereunder) as they relate to a Premises User holding a Temporary Event Notice (TEN) and to indemnify the management committee for any obligations thereunder. I undertake, in particular, to notify the Police Authority within the required time and not to allow the sale of alcohol to those aged under 18 or to those who are drunk or disorderly.

Signed by the person named at 2.3(a) or 2.3(c) of the Hiring Agreement (duly authorised on behalf of the organisation named at 2.3(b), where applicable):

Name	
Signature	

I hereby authorise the person named above to give a Temporary Event Notice (TEN) to the Licensing Authority (Test Valley Borough Council) for the area for the event described above on the date(s), at the time(s) and in the location(s) specified above.

Signed by the person named at 2.2(b) of the Hiring Agreement, duly authorised, on behalf of the Association's Management Committee:

Name	
Signature	

Appendix 2

Declaration for the use of inflatables at Valley Park Community Centre

The hirer is responsible for ensuring adequate insurance for the use of inflatables at Valley Park Community Centre. Use of inflatables such as bouncy castles must be in accordance with the Standard Conditions of Hire.

I will be using inflatable(s) during my hire at Valley Park Community Centre.

Date of Hire

Inflatable Supplier

I enclose a copy of the relevant Public Liability Insurance Certificate

I hereby undertake to comply with the Standard Conditions of Hire, any instructions imposed by the supplier of the inflatable, and to provide adequate supervision.

I acknowledge that Valley Park Community Association will accept no responsibility for any injuries or damage caused by the use of inflatable(s) and will be using inflatable(s) at my own risk.

Signed by the person named at 2.3(a) or 2.3(c) of the Hiring Agreement (duly authorised on behalf of the organisation named at 2.3(b), where applicable):

Name

Signature

Appendix 3

Information for hirers

Bookings

The hall may be hired for recurring or single lettings. Hall hire is charged by the hour (see advertised rates). The specified rates cover use of the Hall requested and communal use of the kitchen and lavatories.

Opening and closing the Community Centre

Hirers must contact the Centre Manager to arrange collection of keys in the week preceding the event. You will be required to sign a keyholder declaration form. The key must be returned either in person or through the letterbox immediately after the hire.

Please ensure that any outside caterers, contractors, and bar staff are aware of the hire period and that they will not be able to enter before or leave after the hire period.

The cupboards on the right-hand side of the kitchen are not for communal use. Attempts to open these may result in damage for which you will be liable in accordance with the Standard Conditions of Hire.

The blinds for the notice boards in the Hall will raise when pushed in gently, and are closed by pulling directly down. Where existing damage is evident do not use and inform the Centre Manager.

Please telephone the Caretaker on 07950 783468 in case of difficulty.

There is access into the building for wheelchair users and an accessible toilet. Assistance dogs are welcome at the Centre.

Guests are expected to vacate the premises within fifteen minutes of the end of a licensed period. After midnight (unless the event is New Year's Eve) only those helping to clear up the Community Centre should be on the premises. Failure to comply with this will result in forfeiture of your deposit.

Safety

The Centre is a communal facility and as such may be used by multiple hirers concurrently. You must ensure adequate safeguarding precautions.

Valley Park Community Centre has a no smoking policy, this applies to the entire building and its grounds.

You must make yourself familiar with the location of the fire extinguishers and the instructions for use, 'break glass' fire alarms, emergency exits and the importance of fire doors. You must inform all

those using the Centre of the position of the emergency exits. You must also familiarise yourself with what to do in case of a fire. Instructions are below and are displayed by the front doors.

Fire extinguishers must not be moved, handled or otherwise used in accordance with the Fire Evacuation Procedure. They must not be used negligently as a door prop or for otherwise improper purposes. They are only to be used by those trained when attending a fire

Confetti, confetti cannons, party poppers, fireworks, candles or any form of naked flame are not allowed, either for internal or external use except for birthday cake candles.

The health and safety file is kept on the main kitchen countertop and includes contact details of the delegated committee member.

The first aid box is located with the health and safety file on the main kitchen countertop.

Any accidents should be reported to the delegated committee member and an Accident Report form completed. Accident Report forms are kept with the first aid kit.

Hall telephone

The Community Centre does not have an accessible telephone outside of office hours. The nearest one is located at the Cleveland Bay pub so you are advised to bring a fully charged mobile telephone for use in case of emergency.

CCTV

24-hour CCTV recording is utilised at the Community Centre and cameras are located within the hiring spaces. Data is processed within our legitimate interest to:

- Assist in providing a safe and secure environment for the benefit of those who might visit, or work at the Community Centre;
- Reduce crime and the fear of crime by reassuring hirers, staff and visitors whilst acting as a deterrent against crime, public disorder and anti-social behaviour;
- Assist the police to identify, apprehend and prosecute offenders in relation to crime, public disorder and anti-social behaviour;
- Provide the Police, Health and Safety Executive and Association with evidence upon which to take criminal, civil and disciplinary action respectively;
- Monitor and assist with crowd management during Association events;
- Assist in the monitoring and deployment of staff during normal duties and emergency situations;
- Act as a deterrent to violence and threats against staff and volunteers;
- Obtain evidence for use in the investigation of criminal actions, breaches of health and safety legislation and breaches of staff disciplinary procedures.

Enquiries should be sent to the Data Protection officer: treasurer@valleyparkcommunity.co.uk.

CCTV Policy and procedures will be implemented and reviewed annually by the Data Protection Officer.

Safeguarding

A copy of our policy on Child Protection and Safeguarding of Vulnerable Adults can be found in a file on the main kitchen countertop. This includes details of the Designated Safeguarding Lead/s.

Hirers are responsible for the observance of the law regarding child protection, in particular that adults have close and continued contact with children or vulnerable adults should have undergone a DBS (Disclosure and Barring Service) check. When asked, you must provide a copy of your safeguarding policy and evidence that you have carried out relevant checks through the disclosure and barring service (DBS).

Any incidents should be reported to the Designated Safeguarding Lead/s:
safeguarding@valleyparkcommunity.co.uk.

Car parking

The car park located at the rear of the building will accommodate a good number of cars if they are parked sensibly. Test Valley Borough Council own and manage the rear car park and any complaints/enquiries should be sent to them directly. Vehicles are parked at the owner's risk and may be parked only in the marked spaces.

Visitors to the Centre must obey parking restrictions and should not use the Cleveland Bay car park. Cars are not allowed on grassed or paved areas. The road leading to the Community Centre is a public road and this must not be obstructed.

Consideration of others

Please ask your guests to leave quietly at the close of your event. Car doors banging and loud talk in the car park are disturbing to local residents.

Please do not use drawing pins or sellotape on the walls or other surfaces, use blu-tack if you need to put up notices or decorations. Do not fix decorations near light fittings or heaters, or on the fabric acoustic panels.

Please leave the Community Centre clean and tidy and leave waste in the bins outside or take it home, this includes nappies. In particular, we ask you to ensure tabletops are wiped clean before being stacked in the cupboard.

Alcohol

We do not have the relevant licensing to sell alcohol in any way. This includes the selling of alcohol in any form whether that be by raffle ticket, donation or included in the price of a ticket.

It is possible to apply to Test Valley Borough Council for a Temporary Event Notice (TEN), but written permission from the Management Committee must be obtained first (see Appendix 1).

If for any reason alcohol is being sold without explicit permission or there are signs of alcohol-related behaviour, any member of the Management Committee can close the event immediately.

The Management Committee and Hirer can be held legally responsible for criminal offences carried out at the Centre. UNDER NO CIRCUMSTANCES WILL THE MANAGEMENT COMMITTEE TOLERATE ANY BREACH OF THE ABOVE LEGISLATION.

No licence is needed for free alcohol.

Faults/damage/comments

Please report any faults or damage to the Centre Manager as soon as possible so that they can be rectified quickly. The management committee welcome comments or observations that you may have about your hire of the Community Centre.

Appendix 4

Checklist for Hirers

In order that the Centre can be kept in good condition for all, would Hirers please do the following at the end of each hire:

- Ensure that the Hall floor is left in good condition (ready for the next user). Sweep or mop the floor to remove any crumbs etc. Cleaning equipment will be found in the cleaning cupboard located in the side corridor.
- Make sure that any tables are clean before being put away and put tables and chairs back where you found them.
- Check that all taps in the lavatories are turned off and make sure the lavatories are clean.
- Check that the kitchen taps, oven and hob are switched off, make sure the kitchen is clean, that the refrigerator is empty of anything you have put in there and any cups, plates etc that you have used are washed, dried and put away.
- Dispose of rubbish including nappies in the outside bin. Any rubbish that exceeds the capacity of the outside bin must be removed by the Hirer.
- Ensure that all windows, blinds, and doors are securely closed.
- When you leave, check all fire doors and kitchen hatch fire shutter are closed.
- Switch off all lights that you have put on.
- Lock the outer doors.
- Return the key.

**PLEASE LEAVE THE
PREMISES CLEAN AND
TIDY READY FOR THE
NEXT USER**

Thank you

Appendix 5

Fire Evacuation Procedure

In the event of an evacuation for fire or another situation, telephone 999 IMMEDIATELY. They will need to know the postcode of the facility, this is SO53 4ST.

If the office is open Centre staff will take responsibility for calling the Fire Service for the Community Centre. The nearest landline is in the pub opposite the Centre.

IMPORTANT – When the Community Centre Office is closed, this responsibility passes to the hirer.

1. Immediately warn everyone in the building by setting off the fire alarm by breaking the glass of the nearest red fire point box.
2. Only attempt to extinguish a fire if you are trained, have the correct equipment and it is safe to do so.

On hearing the alarm

3. Leave the building by the nearest available exit.
4. Check all areas of the building, particularly toilets, to ensure everyone leaves the building.
5. Do NOT stop or go back to collect your personal belongings.
6. Report to the fire assembly point on the grass between the centre and GP surgery.
7. Do NOT re-enter the building until the all clear is given and you are authorised to do so.

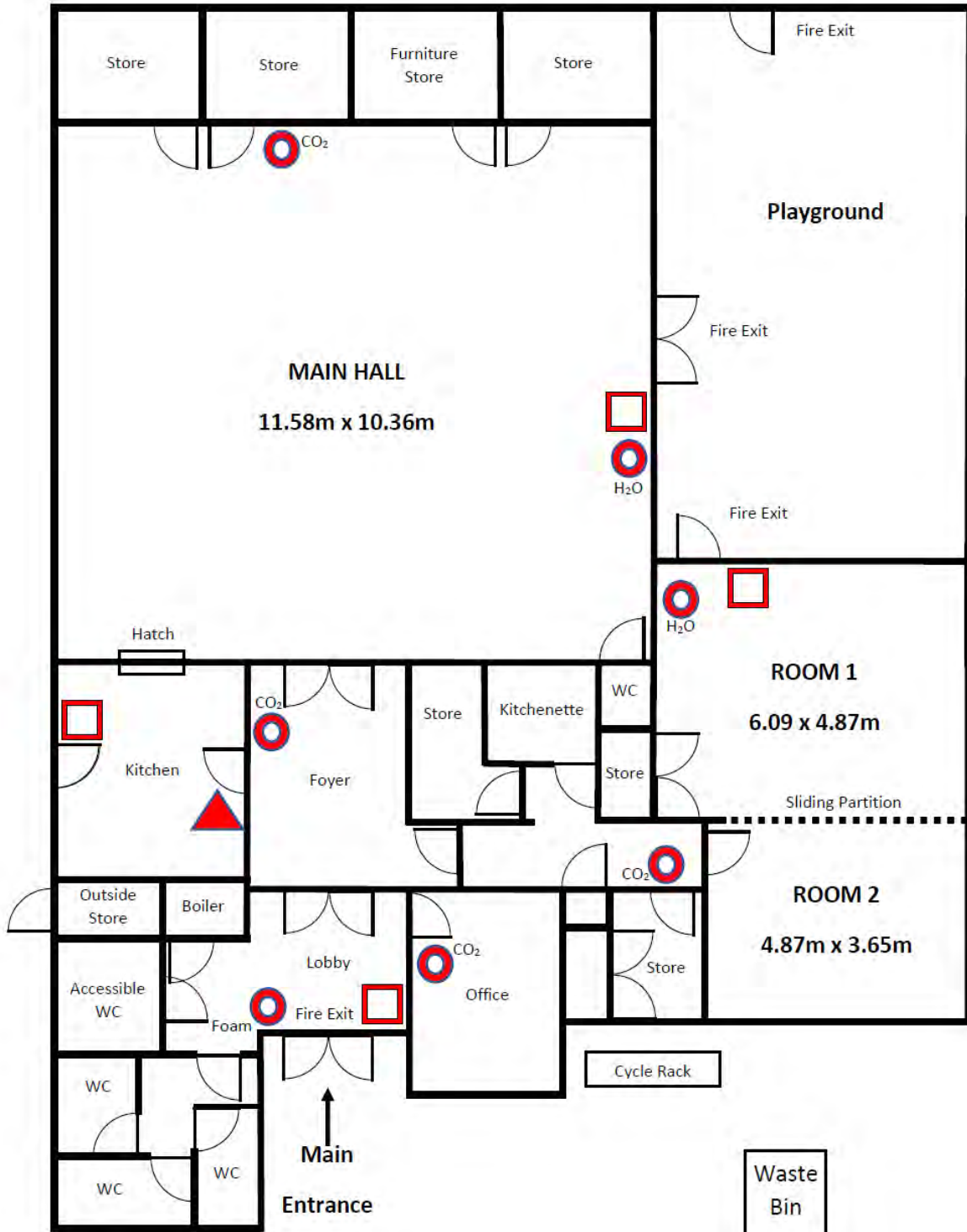
It is the responsibility of the Community Centre staff, or the hirers once the office is closed, to ensure that:




- 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.

Individuals with a disability may require additional assistance to leave the building safely and quickly in the event of the fire alarm being activated. Disabilities may include but are not limited to wheelchair users, visual and/or hearing impairment, the elderly, infirm, and individuals with a learning difficulty which may affect their ability to react quickly or who could become confused if the fire alarm starts.

Valley Park Community Centre

Ground Plan (not to scale)



	Fire Extinguisher
	Break Glass
	Fire Blanket