

Conditions of Use

1. I, as the hall user, agree to treat the hall with respect and ensure that our activities do not disturb the neighbours. In so doing I agree to abide by the following regulations and conditions of use:
 - a. Smoking is not allowed in any part of the building;
 - b. Alcohol cannot be sold on the premises unless a temporary event licence has been applied for and received by the hall user;
 - c. If music is to be played or performed for an event for which tickets have been sold then a temporary event licence must have been applied for and received by the hall user;
 - d. All equipment used (tables, chairs, crockery etc) is returned clean to where they were taken;
 - e. All gas, lights and taps are turned off at the end of the session/activity;
 - f. The controls on the heating boiler are not touched or altered;
 - g. All rooms used, including toilets and store cupboards, are tidied and left clean;
 - h. If used, the kitchen is left clean with all equipment switched off and crockery/cutlery/cooking utensils etc returned to their correct place;
 - i. All rubbish is placed in the bins provided; if there is a considerable amount of rubbish this is to be placed in the skips outside the hall;
 - j. At the end of the activity all windows are closed and doors locked;
 - k. Not to damage the infrastructure or contents of the building. If any damage occurs this is to be reported as soon as possible to the hall manager/hall bookings clerk;
 - l. Cars of personnel undertaking the activity are not to obstruct the car park such that the emergency services could not gain access. The car park may be available and hall users are welcome to use it but its use is not guaranteed as part of the hiring. Cars are also parked at owners risk; the Parish of Farlington is not liable for any damage or theft to them whilst the hall is being used;
 - m. Any live bands and all other musical activities are to cease by 11:45pm at the latest;
 - n. All accidents are recorded in the accident book.
2. I, also, agree that I am liable for any damage caused or any additional cleaning required after use of the hall.
3. I understand that I am responsible for the public liability insurance of the activity undertaken and, if applicable, for groups involving children (under 18) and vulnerable adults, ensuring the required Enhanced Criminal Records Bureau certificates are held by the required staff. In particular I am aware that I must comply with Section 2B of the Church Safeguarding Policy (a copy of which is available from the hall manager). I am aware that I need to provide the hall manager with a copy of my organisation's safeguarding procedures, recruit safely all staff involved with the

activity ensuring that they are suitable vetted and ensure that the list of paid and volunteer staff is kept up to date. If there are any issues or allegations about children and/or vulnerable adults in the course of my activities then I am to report them to the Parish Safeguarding Representative.

4. I confirm that I have been briefed on the use of the following equipment:
 - a. Kitchen equipment – cooker, fridge and sink;
 - b. Fire alarms;
 - c. Lighting switches;
 - d. Heating controls;
 - e. First aid kit (located in the kitchen); and
 - f. Accident book (located in the kitchen).
5. I acknowledge that I have been briefed on the below fire and emergency procedures and will ensure that all personnel under my charge are briefed on them.

Fire Procedures

6. Fire Prevention. In order to prevent a fire from occurring Users are to be made aware of the following measures which are to be implemented and adhered to:
 - a. Combustible materials are not to be left outside the building, thereby, being accessible to potential arsonists. They are to be placed in the bins inside the halls, or if too large, in the bins outside the hall.
 - b. The no smoking policy is to be adhered to at all times.
 - c. Portable electrical equipment is inspected at regular intervals. If users require to use their electrical equipment for their planned activities these must have a valid Portable Appliance Test certificate.
7. Escape Routes. There are 3 escape routes from the hall rooms:
 - a. Fire exits in the hall;
 - b. Main entrance doors to the hall; and
 - c. Door at the rear of the kitchen.

The most appropriate exit should be used in the case of a fire. At all times these exits must be kept clear and fire doors remain shut.

8. Fire Extinguishers. All users are to be made aware of the location of the fire extinguishers within the building. In the event of a fire, occupants should only use the fire extinguishers if they are confident and have been trained to do so. Occupants must not put themselves or others at risk if they attempt to fight the fire. The extinguishers are for use on small fires only; such as in a waste paper bin. If the fire has not been extinguished after the fire extinguisher is empty the fire is to be left alone, the alarm sounded, building evacuated and Fire service contacted by using 999.

9. Fire Alarm System. There are a number of fire alarm activation points in the building. These are activated by breaking the glass. All users are to make themselves aware of the location of these fire alarms prior to use of the hall.
10. Emergency Evacuation Procedures. Upon hearing the fire alarm the following actions are to take place:
 - a. The leader of the activity/party etc is to quickly and calmly direct people to the nearest exit.
 - b. Personal belongings should not be collected.
 - c. Leaders of the hall activity group are to check that all rooms and toilets are empty.
 - d. All personnel are to congregate at the fire assembly point, which is in the car park to the front of the hall.
 - e. Leaders of the activity group(s) using the hall are responsible for checking that all their people are present.
 - f. The leader of the activity group using the hall is responsible for contacting the fire brigade.

Procedures in the Event of an Accident

11. If a person using the hall has an accident the following actions are to be undertaken.
 - a. Use the first aid kit to administer first aid;
 - b. If the injury cannot be treated by first aid then assistance is to be sought by telephoning 999 and requesting an ambulance.
 - c. After the incident the accident book is to be completed. If the injured person has not been taken to hospital they are to co-sign the incident entry.
 - d. Inform the hall manager of the incident.