

### **GP3: Standard Conditions of Hire / Use**

By proceeding with the hire / use of the premises & facilities you are deemed to accept and abide by the following conditions:

#### **1. The Hirer / User group organiser is responsible for the following:**

- Undertaking as appropriate risk assessments of the user's activities and meeting statutory requirements regarding Health & Safety for the Hirer / User group activities.
- Using the Pavilion facilities only to the extent of the hire: Main Room or Youth Room or both.
- Ensure Pavilion exit doors are unlocked as follows:
  - If using the Main room, external doors (3) are unlocked during occupancy to facilitate emergency use as well as main entrance door.
  - If using Youth Room: Main entrance door.
- Ensure the group size is within the room capacity:
  - Main Room: 60 persons for seated activity. For internal / external events where this capacity might be exceeded then at least 2 external doors to be open at all times during the event.
  - Youth Room: 18 persons for seated activity.
- Behaviour of all persons in the hiring group on the premises and surrounding area.
- Limiting noise and nuisance in consideration of neighbours and surrounding properties.
- Compliance with the general conditions of use (4) below and ensuring that no activities take place on the field / car park unless additional hire is agreed with GPFA.
- Compliance with premises license conditions of use - see notice board.
- Any damage caused during the hire / use period.
- Duties as specified on the Emergency evacuation plan (as displayed in the Pavilion).

#### **2. Hirer / User Group Organiser to note and advise the group of the following:**

- Emergency evacuation plan & positions of emergency exits.
- Position of fire fighting equipment (indicated on plan).
- Position of first aid kit (indicated on plan).
- Young children are to be supervised by adults responsible for their safety at all times.

#### **3. At the end of the activity / hiring session the Hirer / User group is responsible for ensuring:**

- The floors are clean and swept.
- All work surfaces are adequately wiped.
- Toilets are flushed and clean.
- Brushing and washing down external walkways & stairs if they have been soiled.
- Emptying the litter bin within the main room if this is full at the end of the hire period by utilising the waste collection facility in the car park.
- Litter picking all external areas and play area if these have been utilised during the hire period.
- Turning off water taps and checking there is no running water.
- Draining off the boiler over the main kitchen sink if used.
- Closing and **locking** all doors and windows.
- **Switching off all lights.**
- Leaving the pavilion & other facilities in the condition you would wish to find it / them.
- Report to GPFA using maintenance book any equipment which is faulty and take out of use.

**IF THE FACILITIES ARE NOT LEFT CLEAN AND TIDY, CLEANING CHARGES WILL BE APPLIED AT THE RATE OF £20 PER HOUR OR PART THEREOF DEPENDING ON THE LENGTH OF ADDITIONAL CLEANER ATTENDANCE REQUIRED**

#### **4. General Conditions of Use**

- No public parking. No parking on the playing areas.
- No dogs or horses to be brought onto the premises.
- Young children can use the facilities but must be supervised by an adult responsible for their safety.
- Respect any warning notices.
- Do not cross the fence / boundary into the river area.
- Do not store supplies or equipment in the building or premises unless discussed and agreed with GPFA first.

### **5. Casual use of the facilities**

- The external facilities can be used for casual recreation, but you should do so in a responsible manner, comply with general conditions of use (4), and not use the marked playing pitches / cricket square or practice golf. Organised activities should hire use of the facilities.

### **For Large Event Activities also involving External Facilities - see also Event Guidelines**

If you have any doubt about the operation of any Pavilion equipment, heating or lighting then contact the Secretary on 07581434624 and 01433 63021.

### **Information about the Premises & Facilities:**

#### **First Aid Kit**

- A First Aid kit is located on the wall in the Pavilion Entrance lobby and on the RH side back wall of the main room kitchen. A further First Aid kit is located on the Tractor shed internal east wall.
- Any accident details to be reported in accident book located at the main room kitchen first aid box.

#### **Defibrillator**

- A defibrillator is located externally on the RH side of the main entrance. Follow its instructions for use.

#### **Fire Fighting Equipment**

- Sets of Fire Fighting equipment comprising 2 red fire extinguishers, including: 1 water for normal fires and 1 carbon dioxide for flammable liquid & electrical fires are located as follows:
  - One set is located internally at the Pavilion main entrance.
  - One set is in the main room at RH side of kitchen.

#### **Fire Detection Equipment**

- Control box located in plant room accessed off store 3.

#### **Keys and Security**

- External keys are kept in key safes (one on LH of main entrance and one at SE door to main room).
- Keys for the undercroft, old boiler room and shed outside the main room are in store 3 (RH of entrance door).
- Lock up when you leave.

#### **External Platform Lift**

- To be turned on / off using the key fob kept on the keyboard in store 3.
- After powering on, let all lights come on then press the button for action required. Wait until all lights come on before starting the next action.
- After use leave lift high in position then power off using key fob.

#### **Extent of Use**

- Main room provided with own kitchen and toilets M&F, use entrance lobby access WC if required for disabled users.
- Youth room provided with mini kitchen to allow limited catering for drinks etc. Use access WC for toilets and give priority to disabled users.

#### **Lighting**

- Switch for car park floodlight is in Pavilion main room.
- External & Car Park lights are on a timer.
- Switch for curved path bollard lights is inside main door in entrance lobby.

#### **Furniture**

- Tables and chairs are normally stored in Store 1, Store 3 and the Youth Room.
- Tables & chairs may be moved to any position to facilitate your activities but must not block emergency exits and be replaced afterwards. Do not use Pavilion furniture outdoors.
- Additional chairs and tables in the undercroft or tractor shed may be used for external activities.

**Hearing Loop**

- Fitted in main room. Equipment must be switched on. Main speaker should use wireless mike and users with hearing aids should switch to T setting.

**Wi Fi**

- Wi Fi is available, wireless network BTB-TQFM7M password: RUA3D4VqXDMAJE

**Ventilation**

- Main Room air extraction system switch on the wall opposite the entrance to the kitchen area.

**Equipment & Supplies**

- Cutlery and crockery may be used but afterwards must be returned clean to designated places.
- All breakages or lost utensils must be paid for by the hirer / user.
- The hirer / user must provide all consumables, own tea cloths and food and drink stuffs.
- Do not use other groups supplies.

**Cleaning**

- Interior cleaning equipment is kept in the plant room adjacent to store 3.
- Additional supplies are kept in the Old Boiler Room. Please keep the room locked due to equipment and substances stored there. Adult access only.
- Exterior sweeping brush & hosepipe are kept in Pavilion undercroft.
- Any comments on facility / equipment problems to be recorded in maintenance / fire safety logbook near first aid kit.