



ECCLESFIELD PARISH COUNCIL

Serving the Community since 1894

Council Offices, Mortomley Lane, SHEFFIELD, S35 3HS

☎ 0114 284 5095 @ admin@ecclesfield-pc.gov.uk

🌐 www.ecclesfield-pc.gov.uk

Date as postmark

Dear Sir/Madam,

Thank you for your enquiry regarding use of the Parish Council Community Room.

In order that your booking may be confirmed would you please complete the following:-

1. enclosed application form
2. declaration form (if required)
3. copy of your group's Public liability Insurance Certificate.
4. Payment.

Your completed forms, payment and appropriate documentation should be returned to the Council Offices at least one week before the start of the booking.

Please also note the enclosed conditions of hire of the premises for you to retain and adhere to.

If you have any queries regarding hire, please contact the office on the above telephone number.

Yours faithfully,

Laura Tickle
Administration Officer

CONDITIONS FOR HIRE OF THE PREMISES

1. Fire Regulations

Will hirers please note:-

On arrival at the premises you are hiring, ensure you acquaint yourself immediately with the following:-

- a) ENSURE THAT EVERYONE SIGNS AN ATTENDANCE LIST ON ARRIVAL
- b) FIRE EVACUATION PROCEDURE FOR YOUR GROUP
- c) FIRE DOORS - LOCATION
- d) FIRE APPLIANCES - LOCATION

In the event of a fire dial 999.

Evacuate the building immediately closing all doors and windows if safe to do so and turning off any electrical appliances in use.

People in charge of groups using the building should arrange for their group to congregate in one predetermined area agreed prior to the activity taking place. The area chosen should be clear of the entrance the Fire Brigade will use to gain access to the site.

A roll call must then take place to confirm that everyone on the list is out of the building and accounted for. If anyone is missing advise the Fire Brigade immediately upon their arrival.

REGULAR USERS – a fire drill should be held at least once per year by all regular users. Arrangements will then be made to record the action.

2.(a) Number of People Attending

If more than 30 people are expected to attend, then the hirer should provide attendants. The attendants should be instructed by the group leader in respect of fire precautions etc. and this information should be relayed to members of the public in the case of public meetings etc.

2.(b) Supervision

The hirer of the premises must ensure that adequate adult supervision is provided for all underage groups and disabled/aged categories using the premises.

2.(c) Hire of Premises

This agreement restricts hirers to the use of the interior of the premises only and does not confer any right to use external areas, without prior consent.

3. Flammable Substances

Except with the express permission of the Council in writing and subject to any conditions which may be attached to such consent, cylinders of compressed gas, explosives or highly flammable substances (including canisters of liquefied petroleum gas) shall not be brought into or stored or used on the premises. Special effects and the use of pyrotechnics are not allowed.

4. Health & Safety

Hirers must follow the Council's Health & Safety rules for this building.

4.1. Use of kitchen facilities

The use of the kitchen area is by permission only and users must take special care when using the electrical appliances, boiler, kettle etc. and the gas cooker.

Only persons capable may use the kitchen area.

No person under the age of 16 years may enter the kitchen area.

4.2. No clothing or other articles may be placed on radiators.

4.3. Tables and chairs must not be stacked high or left unsafe.

4.4. Loose brushes, mops etc. should be fastened to the wall brackets supplied.

5. Licences

Alcohol

- Alcohol must not be sold or consumed on the premises except with the express permission of the Council, and, subject to such consent, must also comply with the Licensing Requirements.

Television & Music

- The council does not hold a PFRS where copyright material is to be used, you will be required to obtain your own licence for the purpose of music, singing & dancing.
- The council does hold a TV Licence. Please request the TV remote control if you wish to use the TV.

The hirer must ensure that any licensing requirements are complied with – if in doubt please contact the office about this.

6. Lost & Stolen

All hirers will be held responsible for any items lost, stolen or damaged during the period of hire.

7. Payment

Payment for hire must be made prior to the booking All charges are subject to review and charges made will be in accordance with the times detailed on the letting's records.

7. (b) Cancellations

Cancellations must be made 7 days prior in order to obtain a refund. Any cancellations made within 7 days of the booking must be paid for.

8. Smoking

Smoking is prohibited on Parish Council premises and any users failing to comply with this ruling will not be permitted to use the facilities.

9. Insurance

All users of our premises must provide a copy of their public liability insurance to the value of £2million on an annual basis. The council is unable to indemnify users for any activity, given the variety of users and events that take place, hence the need for groups to insure their own members and activities.

10. Regular Lettings where Persons under 18 years will attend

The Parish Council is anxious to ensure that children using its facilities are properly protected. The hirer will be required to complete a declaration relating to the existence of a criminal record checks, in accordance with Rehabilitation of Offenders legislation as well as provide valid DBS certificate(s).

11. Continuity of Hire

All lettings are accepted on a week to week basis. Hire of the premises is at the discretion of the Parish Council. No reason may be given by the Parish Council for refusing anyone the use of the premises and no rights to permanent hire are granted to any user.

I agree to adhere to the above-mentioned conditions.

Signed Date.....

Name of Organisation

Position

If the application that you have made is for use of facilities involving access to young people under the age of 18 it is necessary for you to disclose all criminal cautions and convictions you may have and all criminal cautions and convictions any other person acting in a supervisory capacity may have.

Any information you do give will be dealt with on a confidential basis and only cautions and convictions relevant to the nature of your letting will be taken into consideration.

DECLARATION:-

Name

Nature of booking

Name of Organisation

1. Neither I nor any other persons acting in a supervisory capacity have criminal convictions/cautions
2. I have the following criminal convictions/cautions. (Please give dates and nature of offence(s))
3. The following person has criminal convictions/cautions. (Please give the name of the person and dates and nature of offence(s))
4. DBS certificate numbers (for users who organise activities with minors)

SignedDate

Position in Organisation.....

DBS Certificate Reference Numbers:

Name: DBS Ref:

Name: DBS Ref:

Name: DBS Ref:

Name: DBS Ref:

ECCLEFIELD PARISH COUNCIL

Community group contact details

Name of group.....

Day/s community room required.....

Name & Address

Name & Address

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.....

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Tel.....

Tel.....

Signature.....

Print name.....

Date.....