

# STREET PARISH COUNCIL ROOM HIRE

**PLEASE READ THE FOLLOWING CAREFULLY AND SIGN BELOW.**

**ACCESS TO STREET PARISH COUNCIL IS VIA THE MAIN ENTRANCE AT THE SIDE OF THE BUILDING SITUATED OPPOSITE THE CRISPIN COMMUNITY CENTRE.**

**I WILL INFORM A COUNCIL REPRESENTATIVE USING THE TELEPHONE NUMBERS GIVEN IF A BOOKING FINISHES EARLY. I WILL NOT LEAVE THE BUILDING UNATTENDED.**

**I WILL LEAVE THE MEETING ROOM IN A TIDY CONDITION WITH CHAIRS AND TABLES ARRANGED AS FOUND.**

**I agree to abide by the conditions set out above. I am aware that I may be charged or refused a booking in the future if I do not abide by the conditions.**

**Signed** \_\_\_\_\_

Any discretionary discounts are only given to groups and organisations that can demonstrate that they are operating for the benefit of local people, especially within the parish of Street.

Please return this form to Miss Danielle Price, Street Parish Council, 1<sup>st</sup> Floor, 6 Leigh Road, Street, BA16 0HA [acce@street-pc.gov.uk](mailto:acce@street-pc.gov.uk)

Telephone (01458) 440588

## PRIVACY STATEMENT

Your privacy is important to us and we would like to hold the data on this form for the sole purpose of this hire agreement.

Please confirm your consent by placing a tick in the box.

You can find out more about how we use your data from our "Privacy Notice" which is available from our website or from the council Office or at

<https://street-pc.gov.uk/spc-privacy-notice-2/>

You can withdraw or change your consent at any time by contacting the council office. We may hold your data on this form for the duration of the room hire. The data will then be destroyed.

## STREET PARISH COUNCIL APPLICATION FOR USE OF ROOMS

<b>NAME OF APPLICANT</b>	
<b>NAME OF GROUP / ORGANISATION</b>	
<b>INVOICE ADDRESS</b>	
<b>CONTACT TELEPHONE NUMBERS</b>	
<b>EMAIL ADDRESS</b>	

DATES OF ROOM HIRE	TIME – START/END	
<b>PURPOSE OF ROOM HIRE</b>		
<b>ESTIMATED ATTENDANCE</b>		
<b>DESCRIPTION OF ORGANISATION – COMMERCIAL/VOLUNTARY</b>		

I have read the enclosed Conditions of Hire and agree to abide by them.

Signed ..... Date .....

## HIRE CHARGES FROM FEBRUARY 2023

### **Meeting Rooms - £8\* per hour - Plus VAT (Seats up to 15)**

\*Up to 3 hours is charged at £8 per hour.

A day booking of 4 hours, or more is charged at **£5 per hour – Plus VAT** for non-commercial organisations.

The above charges apply to all groups, but any organisation or individual can apply to Street Parish Council for a grant to meet the costs of hiring a room, stating the reasons for requiring/deserving a grant e.g., a local charitable body. If a grant is given, then it does not have to be used to hire a room in the Council's own building.

If Councillors wish to use the Parish Rooms for a Parish matter, they are not required to hire or pay for the facilities but must be used properly. As agreed by the Council on 16<sup>th</sup> February 2016

Payment is due within 30 days from the date of the invoice. Late payments will incur a statutory interest charge.

## CONDITIONS OF HIRE

The rooms are owned and run by Street Parish Council. Information on hiring rooms in the building is set out below but any query can be made to the Assistant Clerk on 01458 440588 [acce@street-pc.gov.uk](mailto:acce@street-pc.gov.uk).

PLEASE NOTE - THE MAIN ENTRANCE TO THE SIDE OF THE BUILDING SHOULD BE USED AT ALL TIMES AS IT IS SAFE AND LEVEL. ALL OUTSIDE LIGHTS SHOULD BE KEPT ON WHILE THE BUILDING IS IN USE DURING THE HOURS OF DARKNESS. IN PARTICULAR, OUTSIDE LIGHTS MUST BE KEPT ON AT THE FRONT ENTRANCE IF IN USE IN VIEW OF THE STEPS AT THIS LOCATION

**Payment should be made via the Parish Clerk on receipt of an invoice for a hiring. All cheques should be made payable to Street Parish Council and BACS payment details can be obtained via the Clerk.**

## UNLOCKING AND LOCKING OF BUILDING

If room hire is outside the Parish Council working hours a Council representative will be present to unlock the premises at the beginning of the hiring and to lock up at the end. They will not always be available during the period of hire. Emergency contact details for the Clerk/Assistant Clerk or Council representative will be provided to the hirer.

**UNDER NO CIRCUMSTANCES MUST THE BUILDING BE LEFT UNATTENDED AND IT IS THE RESPONSIBILITY OF THE HIRER TO MAKE CONTACT WITH THE COUNCIL REPRESENTATIVE USING THE TELEPHONE NUMBERS GIVEN IF A BOOKING FINISHES EARLY.**

Food and drink should not be consumed in hired rooms without prior consent and the CONSUMPTION OF ALCOHOL IS PROHIBITED.

Kitchen and toilet facilities are available including an accessible toilet. Guest Wi-Fi is available in all meeting rooms along with the Wi-Fi access code.

A large freestanding display board is also available for use along with a white board and projector.

The building has no parking spaces available but there are several nearby car parks which include parking for people with accessibility difficulties. Southside Car Park is closest to the building, information is available from Mendip District Council

**ROOM HIRERS SHOULD SUPPLY THE COUNCIL WITH A COPY OF THEIR ROOM HIRE RISK ASSESSMENT**

First Aid kit and accident book is accessible from the kitchen. A trained first aid person is the responsibility of the Hirer outside office hours. Please locate the fire exits and fire extinguishers when you arrive and ensure that they are not obstructed. In case of fire, the Assembly Point is by the planter in between the Crispin Hall and the Parish Council building. An emergency telephone is in the Parish Council office on the 1<sup>st</sup> floor, please note, this is only available during office hours. All accidents causing injury and incidents with potential for injury must be reported to the Parish Clerk as soon as possible.

**PLEASE ENSURE THAT YOU READ AND UNDERSTAND THE CONDITIONS OF HIRE ENCLOSED BEFORE SIGNING THE APPLICATION FORM. THESE CONDITIONS ARE BINDING ON ANY USER OF THE COUNCIL ROOMS FACILITIES.**

## **CONDITIONS OF HIRE**

In these conditions -

‘the premises’ means Street Council Rooms

‘the hirer’ has the meaning at paragraphs 3 and 4 below.

‘the facilities’ means the premises and/or equipment forming part of or belonging to the establishment which the hirer has identified on his/her application form

‘the responsible body’ means Street Parish Council.

1. All applications for the hire of the facilities must be in writing on the printed form and should be submitted to the Clerk’s office at least 7 working days before the event takes place. The Council reserves the right to refuse any application if they receive the booking form less than 2 working days before the event.

2. The Council cannot guarantee acceptance of a booking until the application form has been processed and confirmed.
3. The person signing the application form shall be deemed to be the hirer and must be over 18 years of age.
4. Where the hirer indicates that he or she signs the application form on behalf of any club or organisation, that club or organisation shall also be deemed to be the hirer and shall be jointly and severally liable with the applicant for any breach or non-observance of these conditions.
5. The facilities will be used solely for the event described on the application form. If the booking is related to a regular and continuing booking this one undertaking shall be binding for all occasions when the facilities are used. The building is not to be used for any political organisation or purposes.
6. The Parish Clerk or their representative, may refuse admission to any person without giving any reason for doing so and may similarly require any person to leave the premises.
7. The hirer will be responsible for the provision of all such information, instruction and supervision as is necessary to ensure the safety of any activity for which the facilities are used.
8. The behaviour of all persons attending at the establishment for this booking is the responsibility of the hirer.
9. There shall be no smoking or consumption of alcohol in the building.
10. The responsible body shall not be liable for any loss or damage to any property arising out of the hire, nor any loss, damage, or injury which may be incurred by or be done or happen to any person or persons using the facilities during the hiring, arising from any cause other than the negligence of the responsible body, its servant or agent.
11. The hirer shall be responsible for any loss to any fixtures, fittings, sports or other equipment or property occurring during the period of the hiring. however, and by whomsoever caused, together with any additional expenses and/or consequential losses arising from the damage or loss.
12. Details of the insurance arrangements effected by Street Parish Council on behalf of the hirers is enclosed. Hirers should consider and effect such cover by way of insurance they may deem necessary for risks not mentioned in the leaflet (e.g., cancellation costs - see next condition).

13. There may be occasions when the dates/times of arrangements may be subject to amendment/cancellation due to use by the responsible body. The hirer will be informed immediately any changes are known. In that Event, the responsible body shall not be liable for any consequential loss that s/he may sustain.
14. The hirer must familiarise him/herself with the emergency procedures for fire, first aid and accident reporting and carry them out to the best of his/her ability.
15. The facilities must be clean and tidy and all equipment must be put back after use. If a Vacuum cleaner, dustpan and brush are needed please inform the Clerk prior to hire. Please stack chairs neatly and place all litter in the bins provided. If the facilities are not cleaned to the reasonable satisfaction of the Clerk, the hirer will be responsible for any payment necessary to have them cleaned and this sum will be added to the invoice. The hirer will be responsible for setting up and clearing away equipment for the purposes of the hire - the Council does not provide this service.
16. A qualified supervisor must be present during all activities of a hazardous nature i.e. karate or judo or where the hiring organisation is a youth group.
17. The hirer is solely responsible for the adequacy, suitability, and safety of all equipment brought on to the premises.
18. It is the sole responsibility of the hirer to obtain any necessary licence for the sale of drinks (if the Council agrees in writing to permit) or for the performance of plays and similar productions (see following page for further information).
19. The hirer must ensure that there are sufficient stewards to prevent unauthorised persons from entering the facilities and to ensure that guests are restricted to the facilities and to the necessary means of access thereto.
20. Authority to accept or rescind or postpone a booking shall rest with the Clerk of the Council in consultation with the Chairman or Vice-Chairman of Council as considered necessary, whose decision shall be final.
21. Regular bookings will be reviewed annually at the beginning of each financial year when each hirer will be asked to re-new bookings following our annual review of hire charges. Please do not assume that regular bookings will be carried forward automatically.

## INSURANCE - STREET PARISH COUNCIL

Street Parish Council has arranged the following cover on its own behalf as summarised below.

1. Public Liability Insurance - covers the Council for any claims made against The Council by the hirer or other third parties as a result of negligence on the part of the Council.

There is no Indemnity to the hirer of the premises. Commercial Organisations, Clubs, Societies and the like should check that their own insurances are adequate to cover their negligence for any claim which may be made against THEM either by the Council or other Third parties.

Private individuals should check that their own household insurance policy is adequate to cover them in respect of their own negligence.

2. Hirers will be responsible for all damage to the premises caused by their negligence.
3. The Council property is insured against loss or damage attributable to a fortuitous event, not caused by the negligence of the hirer. No responsibility is accepted for the loss or damage of property of the hirer howsoever caused.
4. All reasonable precautions should be taken by the hirer to prevent loss of or damage to the premises and property, and to prevent injury to others.
5. If any incident arises which could give rise to a claim against either the Council or the Hirer the matter should be reported to the Clerk on Street Parish Council – [street.parish@street-pc.gov.uk](mailto:street.parish@street-pc.gov.uk) 01458 440588 - as soon as practicable in order that Council insurers may be notified.

## TEMPORARY EVENT NOTICES

A Temporary Event Notice (TEN) is a notification given by an individual to Mendip District Council giving notice of an event that is to take place.

TENs replace the previous systems of 'occasional permissions' and 'occasional licences' and relate to temporary events with less than 500 attendees where 'licensable activities' are planned to take place.

Licensable activities are:

The sale by retail of alcohol.

The supply of alcohol by or on behalf of a club to, or to the order of, a member of a club.

The provision of regulated entertainment.

The provision of late-night refreshment.

PLEASE NOTE THAT THE CONSUMPTION OF ALCOHOL ON THE PREMISES IS PROHIBITED AT THE PRESENT TIME.

Regulated entertainment includes:

1. A performance of a play
2. An exhibition of a film
3. An indoor sporting event
4. A boxing or wrestling entertainment
5. A performance of live music
6. Any playing of recorded music
7. A performance of dance

Entertainment of a similar description to that falling within 5, 6 or 7.

Regulated entertainment also includes the provision of 'entertainment facilities' for:

- a. making music
- b. dancing and
- c. entertainment of a similar description to that falling within a or b.

If you are uncertain whether the activities that you propose are licensable, you should contact the licensing authority for further advice:

Mendip District Council Licensing Department - 0300 303 8588

[Mendip Licensing](#)