Little Snoring Parish Council

Clerk: Joanna Otte, Little Manor, Thursford Road, Little Snoring, NR21 0JN

Tel: 01328 822 366 e-mail: littlesnoringpc@googlemail.com

Website: <http://littlesnoringparishcouncil.norfolkparishes.gov.uk/>

Lettings Terms and Conditions, Booking and Agreement Form

for the

Community Room

The Playing Field, Stevens Road, Little Snoring, NR21 0GZ

1. The Parish Council has discretion to refuse lettings.
2. All lettings must be finished by 9:30 pm unless agreed otherwise.
3. The premises must be left clean and tidy and as found. All breakages must be paid for.
4. Remember: turn off all electrical appliances (heaters, water heater, urn, kettle etc) and lights
5. There is a no smoking policy throughout the premises.
6. No alcohol will be allowed (unless agreed prior to the booking). *Please note that you will need to arrange your own Temporary Events License in order to serve alcohol:* contact North Norfolk District Council **Tel:** 01263 516189, **Email:** licensing@north-norfolk.gov.uk
7. All hirers are responsible for providing access to a mobile phone to use in an emergency. See *What do to in an Emergency for Temporary Responsible Person* (below).
8. It is advisable to bring your own torch for evening lettings.
9. Hirers must ensure that adequate insurance is in place to cover themselves against negligence of their group.
10. Hirers will be liable to pay any excess costs that the Parish Council is required by its own insurers to pay due to damage caused by the hirers.
11. Letting rates will be as attached. There is a returnable deposit.
12. Time of hire is from the time the keys are collected until the time they are returned, unless agreed otherwise.
13. Little Snoring Parish Council works with Norfolk Constabulary sharing information on our bookings in order to prevent crime and disorder.
14. General Data Protection Regulation (GDPR), please see website for full privacy statement

We will always treat your personal information with great care. The period for which your personal data will be stored is seven years (because of the financial aspect of the agreement). We will never share your information with anyone else (although see item 12 above).

As a data subject you have detailed rights including: right of access to your own personal data, right of correction, erasure and to object to processing and the right to lodge a complaint with the Information Commissioner (the ICO).

Charges for Hire payable in advance

Cheques to: Little Snoring Parish Council (address above)

Online transfer: sort code: 20-30-81; account number 20584258;

account name Little Snoring Parish Council

reference: date of booking

|  |  |
| --- | --- |
| Single Booking | £5.00 per hour (minimum charge £10.00) |
| Block Bookings | By agreement |
| Returnable deposit | £25.00 |

Time of hire is from the time the keys are collected until the time they are returned, unless agreed otherwise.

Extra charges may be applied to cover the use of services such as electricity, and to cover cleaning costs if the premises are left in such a condition as to deem that necessary.

What to do in an Emergency

Emergency Plan for Temporary Responsible Person

**you must bring a working mobile phone with you**

## In the event of a fire dial 999

## Premises address / location

Little Snoring Community Room,

The Playing Field, Stevens Road (off Kettlestone Road), Little Snoring, NR21 0GZ

**Fire extinguishers**

* **Foam fire extinguisher** located to the **right of the exit door**
* **Fire blanket** mounted **above the handwash sink in the serving area**

## Management / contact

Little Snoring Parish Council, Little Manor, Thursford Road, Little Snoring, Fakenham, NR21 0JN Telephone: 01328 822366. Email littlesnoringpc@googlemail.com.

Website: <https://littlesnoringparishcouncil.norfolkparishes.gov.uk/>

Key holders:

Joanna Otte (Clerk) – 01328 822366

Little Snoring Pre-School – 01328 822488

As the responsible person for an event / function at Little Snoring Community Room, you have legal duties with regards to the safety of those persons assisting and attending the event / function.

## Before the event / function you should decide the following:

* The arrangements for fighting fire (and the location of fire extinguishing equipment)
* The arrangements for means of escape for disabled persons
* The duties and identity of helpers who have specific responsibilities if there is a fire
* The arrangements for the safe evacuation of people identified as being especially at risk, such as those with disabilities and children
* Who will be responsible for calling the fire and rescue service and any other necessary services
* Who will meet the fire and rescue service on their arrival and notify them of any special risks e.g. the location of highly flammable materials, people identified as at particular risk
* Your plan to deal with people once they have left the premises, especially children

## At the start of the event / function you should notify all those present about the following:

* There is a no-smoking policy in or near of the premises
* In the case of a fire those present will be notified by a shouted commanded of fire and the order to leave the building
* Location of the exit – the door into /out of the building
* Taking only valuables immediately to hand, but not to go to collect other belongings
* The location of muster point (concrete pad in play area)– and to wait to be ‘counted’
* What will happen after that (e.g. re-entry to the building, going home etc)

## During the event or function you should ensure that

* The escape route / exit does not become blocked
* The no-smoking policy is adhered to
* No naked flames or gas appliances are present
* Combustible material is kept clear of heat
* Control of trip hazards
* The room does not become overcrowded
* Noise levels cannot drown out the shout of ‘fire’
* The number of people does not exceed 40.
* Check no one in the toilet in the event of an emergency.

## After the emergency

* Submit a report to the Management

Little Snoring Parish Council

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Booking form and Agreement

for the

Community Room

The Playing Field, Stevens Road, Little Snoring, NR21 0GZ

|  |  |
| --- | --- |
| Name | Position………………….Organisation……………. |
| Address | Post Code |
| Telephone Contact | E-mail address |
| Date(s) of hire: | Time of hire: from…………….. until……..………….. |
| Purpose of hire: | Number of adults:Number of children: |
| Amount agreed: £ | Returnable deposit: £ |

PLEASE ENSURE THAT YOU HAVE READ the attached *Conditions of and Regulations of Hire* and *What to do in an Emergency*.

I hereby apply for the use of the facilities in accordance with the scale of charges agreed and the condition and regulations of hire. I undertake to ensure that charges are paid prior to the commencement of the booking and that the hire conditions and regulations are properly observed. I understand that the fee remains payable if the booking is not honoured.

I agree to indemnify the facility against all actions, claims and demands by any person who suffers or sustains any loss, damage, injury or death, arising out of, or as a result of, the use of the ***Little Snoring Community Room facilities including the Playing Field***, or any person authorised by me to use the ***Little Snoring Community Room facilities including the Playing Field*** due to my negligence, or on the part of such authorised person, during the period of hire.

I understand and agree to the responsibilities of the Parish Council and the responsibilities liability of the hirer as set out.

I understand that Little Snoring Parish Council works with Norfolk Constabulary sharing information on our bookings in order to prevent crime and disorder.

Signed……………………………………………………Date…………………….

|  |  |
| --- | --- |
| **Evidence if appropriate:** | **Details:** |
| Risk assessment |  |
| DBS disclosure |  |
| Number of adults |  |
| Number of children |  |
| Insurance |  |
| Qualifications |  |

|  |  |
| --- | --- |
| For office use only:Agreed fee £ | Deposit paid £ |
| **Date:** |  |