

POTTON TOWN COUNCIL
Conditions of Use relating to the use of
Mill Lane Pavilion, Mill Lane, Potton
Community Centre, Brook End, Potton

1. The hirer who must be over the age of 18 will ensure that no person under the age of 18 is allowed to attend the event unless supervised by a suitable number of adults to ensure that control is retained and behaviour is acceptable at all times. The hirer will, during the period of hire, be responsible for
 - Supervision of the premises
 - The fabric of the building and the contents
 - Safety from damage however slight.
 - The hirer will also be responsible for the behaviour of all persons using the premises whatever their capacity.
 - Any portable item that is re-sited by the hirers is done so at their own risk
2. The Town Council reserves the right to refuse/decline any applications for the hire of the building.
3. It is the responsibility of the hirer to ensure that the hall is adequate and safe for the activity planned.
4. The hirer should note that bookings must include time for setting up and also Cleaning the building after the booking.
5. The hirer should note that by law smoking is not permitted anywhere in the Pavilion or Community Centre and the hirer is responsible for ensuring that this condition is strictly enforced, E-Cigarettes are also not permitted in the building. (Failure to do so may set off fire alarm system and a charge for a visit to reset the alarm will be taken from deposit) For the same reason Smoke machines and candles (except Birthday Cake candles) must not be used.
6. The hirer must make himself aware of the location of the Fire Exits and extinguishers, to ensure that these are always kept clear of any obstruction and that the Fire Exit signs are illuminated.
7. The hirer shall not bring alcoholic liquor onto the premises without written permission (using application form) and shall not sell alcoholic liquor without first obtaining the necessary licence. Any performance licence must be obtained by the hirer, having first obtained written permission from the Town Council for such an event (using application form).
8. The hirer shall not use the premises for any purpose other than that described on the hiring agreement and shall not sub-hire, use or allow the premises to be used for any unlawful purpose or in any unlawful way. The hirer shall not do anything or bring on to the premises anything which may endanger the same or render invalid any insurance policies in respect thereof.
9. The hirer will adopt all reasonable measures and provide adequate supervision to prevent disturbance inside or outside the premises and to prevent any activity likely to be a nuisance. Any noise should not be audible at the nearest residence particularly after 11.30pm and users should also be considerate of neighbours when leaving the Hall.
10. All heating in both buildings are pre-set and if controls are altered they must be returned to original settings.
11. The hirer shall indemnify the Council for the cost of repair of any damage done to any part of the building including the grounds thereof or the contents of the building which may occur during the period of hire.
13. The hirer shall ensure that any activities for children under eight years of age comply with the provisions of the Children's Act 1989 and all other relevant legislation and only fit and proper persons have access to the children
14. Non regular users making firm bookings must ensure that the booking form is accompanied by full payment and deposit at the time of booking. The deposit will be refunded in full after the next Council meeting if the hall is left in a clean and tidy condition. The Town Council reserves the right to retain part or all of any deposit if it is deemed that this condition has not been met.

DEPOSIT REQUIRED

Events for children under five years old £50

Events for children from six to twelve years old £50

Events for teenagers and young adults up to twenty five years old £200

Events for adults over twenty five years old and family parties £100

All other events £100

15. If the booking is cancelled by the hirer with less than 7 clear days notice then the total hire charge will be forfeit, if less than 14 clear days notice 50% and £10 for any other cancellation
16. The maximum number of persons, including staff, who may be permitted to use the premises at any one time, is:-

Pavilion

For dancing and public assembly 100 for dining 80

Community Centre Ground Floor Hall

For dancing and public assembly 75 for dining 65

Community Centre Upper Hall

For dancing and public assembly 40 for dining 30

17. The hirer is responsible for ensuring that any use of external play equipment is restricted to persons under the age of 12.
18. On completion of the booking, the user is required to:
 - Stack tables and chairs neatly and safely in their original location (As per photo)
 - Place all rubbish in bin bags, and deposit the full bag in the "wheelie" bin outside the premises (Located at Pavilion to the right of the building and at the Community Centre in front of old telephone exchange)
 - Ensure that all toilets are left clean and tidy
 - Ensure that the kitchen is clean and tidy, and surfaces wiped down
 - Check that all electrical appliances are turned off except refrigerators
 - Ensure that all windows are closed and the building is secure
 - Ensure that the hall is left as you would wish to find it.
19. Hirers are requested to sweep if necessary but not to wash the floor after use, as this requires specialised equipment.
20. The minimum hire period is 90 minutes for regular users, 2hrs for non-commercial non-regular users and three hours for commercial users and thereafter blocks of no less than 30 minutes.
21. No items are to be fixed to any of the paintwork.

Under no circumstances will the Council be held responsible, and accordingly the hirer is, for any accidents that occur during the period of hire.

The Public Liability Section of the Town Council's insurance policy will extend to cover non commercial Hirers of the facilities but only whilst they are on the premises.

If the user undertakes trips or visits away from the Centre they will need their own Public Liability insurance for such occasions.

Commercial Hirers:-

The Town Council Insurance Policy does not cover commercial users – i.e. anyone who makes a charge for his/her class and retains the fees for personal use. The Town Council therefore request a copy of your Certificate of Public Liability Insurance on return of the booking form.

Amended May 2016