

Terms & Conditions of General Hire for Mepal Parish Council Facilities

1. We reserve the right to close any of our facilities without prior notice if we consider them unfit or unsafe or if they are needed for public business such as a polling station. In these circumstances we will refund any casual hire booking payments made.
2. The Community Pavilion is suitable for wheel-chair users.
3. The Community Pavilion is not suitable for inflatables such as bouncy castles (see Appendix C) or for dry ice or smoke.
4. All rubbish is to be disposed of correctly in the bins provided and the premises to be left clean and tidy. Failure to comply with this will result in an additional cleaning charge of £30 per hour.
5. The Community Pavilion has kitchen facilities and use is included in the hire fee, Use of the changing rooms and showers must be agreed before any booking is accepted and is normally restricted to bookings including annual pitch hire through the signing of a Memorandum of Understanding.
6. You must be considerate to nearby residents when leaving the premises and you must make sure that the windows and exits doors are not opened if loud music is being played.
7. Permitted numbers must not be exceeded and are
Theatre Style Seating Capacity – 40
Cabaret Style Seating Capacity – 40
Classroom Style Seating Capacity – 40
Standing capacity: 60
8. We have a Performing Rights Society (PRS) licence for the Community Pavilion. If a Phonographic Performance Limited (PPL) licence is needed for your event you must organise and pay for this yourself.
9. If you intend to sell alcohol, put on plays or indoor sporting events you need to get the relevant licences.
10. We accept no responsibility for any loss or damage to equipment stored on our premises or items brought onto our premises.
11. Access to Mepal Community Pavilion by car is via a locked gate on Witcham Road, Mepal. This gate must always be kept locked when the Pavilion or Recreation Field is unmanned to prevent unauthorised vehicular access.
12. You will be required to unlock a numerical combination lock on the gate. The code for unlocking the gate will be provided once your booking is accepted, please do not share this code with anyone else.
13. Please ensure that all vehicles are parked sensibly to allow any emergency vehicle access if required. Do not block the red bollards and do not cause a hazard if parking on Witcham Road is unavoidable.
14. Should emergency vehicles need to gain access to the field (only emergency vehicles) then a padlock key will be made available by contacting the duty phone). It is the hirers responsibility to ensure that the red bollard is in place at the end of the hire period and any resultant unauthorised access resulting in costs being incurred by the Parish Council will be passed onto the hirer.
15. Access to the Pavilion is via a unique code that will be notified once your booking is confirmed by the Parish Clerk.
16. This unique code is ONLY to be used by the named individual on the hire agreement. Under no circumstances is it to be shared with anyone else unless permission is formally given by the Parish Council. Failure to comply will result in future hire being declined.
17. To gain access to the building, first access the keys via the Igloo smart key box (located to the right of the shutter door). The key box contains three keys and one security fob. There is one key for the front shutter, one for the front door, and one for the two side shutters. Fully raise the front shutter before unlocking the door and immediately use the key fob to deactivate the security alarm (on the panel to your left just inside the door). This is done by holding the fob over "TAG" on the control panel.
18. Please ensure that the shutters for the marked fire exit door in the social room, is raised from the inside (open/close push button operation on the right of the doors) to allow access to the marked fire escape route. It is recommended that the other two sets of shutters are also raised at the same time.
19. Please ensure that you reverse the unlocking process when leaving the pavilion.

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20. Ensure that the building is left in a clean and tidy state, lock all doors in social room, kitchen and changing room corridor (if applicable), lower all shutters.
21. Before exiting the building, you must re-activate the security system by holding the key fob over "tag" on the control panel. You will hear a continuous beep to indicate that the alarm has been activated and you then have approx. 3 minutes to complete the locking up process.
22. After exiting the building, lock front door and fully lower the shutters.
23. Please then return the keys to the igloo key box using your unique code.
24. You will hear a short continuous outside alarm siren to indicate that the alarm is active.
25. Exit the car park, ensuring the main gate is shut and locked behind you.
26. If you need to contact the on-duty Caretaker during your hire, please call 07706 253008
27. The premises must be vacated before midnight.
28. Our facilities must not be sub-let.

Charges, payment, and cancellation

29. Charges for the Community Pavilion are as detailed under the hire agreement tariff or on the website.
30. Please make sure you book enough time for setting up and clearing away and for entering and exiting.
31. Payment is by bank transfer or cheque.
32. Cancellation is at the discretion of the Parish Council.
33. We usually only require a deposit for a party or music event or where an alcohol licence is needed. We will advise you if this is required.
34. You must report breakages, damage caused or noticed during your hire by sending photographic evidence to clerk@mepalparish.org
35. If you do not report and state damages as above, we can charge you for damages.

Safety

36. If you are hiring the pavilion (inside only) this use is covered under the basic public liability insurance.
37. If anyone outside of your organisation/group is attending your event inside the pavilion, you will be required to provide proof of your own public liability insurance.
38. If you are hiring the recreational field, you will be required to provide proof of public liability insurance for your event/hire including any third-party activity (eg inflatables, food truck etc)
39. The hirer is responsible for the safety and security of personal possession for the duration of the hire period.
40. If any permanent or temporary structures are required these can only be left in place if they pose no risk to wildlife or the general public. Any structures are left at the hirers own risk and the Parish Council can take no responsibility for any damage caused.
41. No studded boots or wet muddy footwear should be worn inside the Pavilion and any such articles should be removed before entry.
42. The tables and chairs should not be taken outside without prior authorisation for the Parish Council.
43. The use of open fires, barbecues or other heat sources is not permitted.
44. When you hire any of our premises the nominated person on the hire agreement is responsible for the safety of others during your hire period and you need to make sure you have read and understood your responsibilities during and before the event and the emergency evacuation procedures in Appendix A. All users have a duty to consider the health and safety of others and must take notice of the safety signs.
45. The Community Pavilion is not staffed and does not have fire wardens. It is your responsibility to evacuate the premises in the event of a fire or other incident.
46. If the fire alarm sounds the Community Pavilion should be evacuated at once to the assembly point at the Witcham road pedestrian entrance to the recreation field by the bench and bin, under no circumstances should you ignore the fire alarm. Please call the fire brigade using 999. Refer to the Emergency Evacuation Plan, see Appendix A.
47. We carry out fire drills from time to time to make sure our procedures work, and you know what to do. This is usually without notice. However, in the case of the elderly or very young we will give a

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warning a few minutes before the drill.

48. Smoking, e-cigarettes, and the use of flares, sky lanterns or fireworks are not permitted in the Pavilion building and the launching of flares, sky lanterns or fireworks is not permitted on the recreation field
49. Fire doors must not be propped open.
50. Fire exits must not be obstructed even for a short period. Seating arrangements must allow clear access to all exits. We reserve the right to ask for a seating plan.
51. There is a first aid kit in the kitchen.
52. Please report any accidents to the parish clerk and complete an accident report form. The accident book is in the kitchen with the first aid kit.

Care of the premises

53. You must keep the premises secure at all times and the hirer must be on the premises during the hire.
54. You are responsible for setting out tables and chairs and putting them away afterwards in a clean ready to use condition. Tables and chairs must be carried, not dragged, so as not to damage the flooring, and the social room chairs and tables must not be taken outside. If you require outdoor seating and tables, please contact the Clerk.
55. You must take care to avoid spillages and clear them up promptly. Please use the cleaning box in the kitchen should you need to do so.
56. If you use your own electrical equipment this should be Portable Electrical Appliance (PAT) tested by a competent person.
57. Ball games, scooters or bikes etc, are not allowed in the Community Pavilion unless by prior agreement.
58. If you are cooking, make sure that the extractor fans are turned on to avoid activating the detectors.

Mepal Parish Council Gazebo

59. The 8m x 4m gazebo has optional side panels and will be positioned next to the Pavilion building. Hirers will be consulted on the position, and it will be erected by Mepal Parish Council before Pavilion hire commences and will be taken down by Mepal Parish Council after your event hire has ended.
60. The Gazebo may not be available for your event dates, and we will advise you when we receive your booking if this is the case.
61. You will be liable for any damage to the gazebo during your hire period, so we require any damages identified before hire commences to be reported immediately (ideally with accompanying photographic evidence). When we erect the gazebo, we will detail any observed faults or damage and advise hirers.

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Appendix A - Emergency Plan

This Emergency Plan is to be read and understood by hirers, and those in charge of groups so that they are aware of their responsibilities in relation to fire and emergency incidents.

Overview of responsibilities

Mepal Parish Council is responsible for keeping this plan up-to-date and ensuring that the premises are compliant with fire safety regulations.

The Community Pavilion is not staffed and does not have fire wardens. The premises are let, usually to regular groups, and it is the host or the person in charge of the group who is responsible for the safety of anyone attending their event or session. The person in charge of the group or event has a legal duty with regards to the safety of those persons assisting or attending the event. Contractors should make sure they are aware of these procedures.

Before the event the person in charge should make themselves aware of the emergency procedures detailed below. They should make sure they know the limitation on the numbers of people allowed at the event and should have made provision to monitor the numbers by, for example, issuing numbered tickets or using an attendance clicker. They should consider if any help or training is needed in following the procedures and evacuating the premises.

At the start of the event or function the person in charge should check that all escape routes are clear of obstructions and combustibles and tell those present

- that smoking, including electronic cigarettes, is not allowed inside or outside
- who is in charge (yourself or your nominee)
- that in the event of a fire or emergency incident an audible alarm will sound
- that in the event of the alarm sounding they should leave the premises taking only valuables immediately to hand and not to collect other belongings
- the location of exits and escape routes and the assembly point
- not to re-enter the premises until the Fire & Rescue Service give their permission.

During the event or function the person in charge should ensure that

- escape routes and exits do not become blocked and doors are not wedged open
- that the no smoking, no electronic cigarettes and no fireworks policy is adhered to
- no naked flames are started (unless authorised e.g. candles)
- where naked flames are present that combustible material is kept clear
- rooms do not become overcrowded
- noise levels cannot drown out the fire alarm
- the limitations on the number of persons in your premises is adhered to.

The person in charge of a group must make sure that a Personal Emergency Egress Plan (PEEP) is prepared in consultation with the individual and with Mepal Parish Council for any-one that needs help in getting out of the premises.

Emergency Procedures

IF IN DOUBT – GET OUT! DON'T ASSUME IT'S A DRILL

Fire action signs are sited around the premises with the location of the assembly point and instructions on what to do on the discovery of fire or hearing the fire alarm.

If you discover smoke or flames raise the alarm by breaking the glass in the nearest fire alarm call points. The alarm will sound automatically. If it fails shout FIRE FIRE.

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Make a 999 call. The Fire and Rescue Service will ask for information, such as:

- the name of the person making the call and a contact phone number
- the premise name and address: Mepal Community Pavilion, Witcham Road. CB6 2AF, and
- brief details of the Fire Incident if possible.
- The main purpose of the Fire Extinguishers provided around the premises is to assist with the means of escape where the route is impeded by a fire. Although you may be trained in the use of firefighting equipment, you are **NOT** expected to fight fires.

In a loud clear voice ask people to leave the premises the way they came in if possible and if this is not possible point out the nearest emergency exits and route. If you can, close windows and doors as you go. Do a visual check for anyone who may need help, especially less abled people and unaccompanied children, and direct others to provide assistance. Quickly check the toilets, changing rooms, referees' room, social room, corridors, and kitchen areas but consider your own safety at all times and refrain from taking unnecessary risks.

Go to the assembly point on the path parallel to Witcham Road and try to establish if everyone is accounted for. Go yourself or send someone to the main entrance to meet the fire service and await further instructions.

If you hear the alarm, leave the premises the way you came in or by the nearest available exit. The person in charge of your group will take control of the evacuation.

- do not stop to collect personal belongings
- walk to the nearest fire exit and leave the premises, proceed to the assembly point
- do not attempt to re-enter the premises until you have been authorised to do so by either the Fire and Rescue Service even if the alarm has stopped.

False Alarms

Treat all alarms as an emergency until the hazard status has been confirmed otherwise by the person who operated the alarm or by someone in authority. The fire alarm is not linked to the fire services and so attendance will only occur following a 999 call. If the Fire & Rescue Service attend, someone (ideally the person who made the call) will need to meet them. The following procedures are to be followed in the event of a false alarm and will be co-ordinated by the person in charge

- the alarm signals will be left activated until the premises have been evacuated
- the person in charge will inform the Fire & Rescue Service (if called) that the alarm is false
- on arrival of the Fire & Rescue Service (if called), follow their instructions
- the alarm panel should only be reset on authority of the Fire & Rescue Service (if called) or a representative of Mepal Parish Council.



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Appendix B - Privacy Notice

Mepal Parish Council is registered with the Information Commissioner's Office (ICO) as a data controller for the purposes of processing personal data and is committed to complying with the data protection law as defined in the Data Protection Act. The processing of personal data is governed by legislation including the General Data Protection Regulation (GDPR). Our Data Protection Policy is available on our website or from the Clerk.

This privacy notice is available on our website or from the Clerk. It will be reviewed periodically and if it changes, we will let you know.

Your personal data – what is it?

Personal data is information about a living individual from which they can be identified, such as a name, video, email, or address. Identification can be directly using the data itself or by combining it with other information. We are required to issue a privacy notice explaining what personal data we hold, the reason for holding it, where it came from and when it will be deleted.

Reason for holding and processing personal data

We only collect information about you that is necessary, and we only process it for the purpose it was collected. We do not use profiling, automated decisions, or sell your data to third parties. We do not pass your data to third parties except when required to do so to fulfil our legal obligations, for example, HMRC.

We only hold and process personal data where we have a lawful basis as defined by GDPR and detailed below.

- For hirers and suppliers our lawful basis is “contract”.
- For employees, councillors, volunteers, both present and former and job applicants our lawful basis is “legal obligation”.
- For members of the public who participate in our working or user groups our lawful basis is to carry out our statutory and discretionary powers and so is “public task”.
- For other personal data which usually comes as correspondence from residents our lawful basis is “public task” to carry out our statutory and discretionary powers.

Your rights and responsibilities

You can contact us about your personal data that we hold if you believe:

- that your data is not being processed for the purpose it has been collected
- that the information we have about you is incorrect, you should contact us so that we can update it and keep your data accurate
- that we should no longer hold your personal data, you can request that we delete it. Our **Records Retention Schedule** is available on our website or from the Clerk.

You have the right to request access to the data we have on you using our **Subject Access Request** which is available from the Clerk.

Contact details for queries or complaints

Mepal Parish Clerk at clerk@mepalparish.org

The Information Commissioners Office casework@ico.org.uk Phone: 0303 123113

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Appendix C - Mepal Parish Council Inflatables Policy

The use of bouncy castles and inflatables in the Mepal Community pavilion is not permitted as they are expressly excluded from our insurance policy as a hazardous activity, and their use is likely to block the fire exits in the Social room. Even though reputable providers will be fully insured, this usually covers their liability and not the hirer of the equipment.

The use of a bouncy castle or inflatable outside the premises will involve hire of the recreation field, and because of the risk of serious injury and the size of potential claims which could arise as the result of alleged negligence or a lack of supervision on behalf of the hirer, the only circumstance under which we can allow their use is when the hirer has their own public liability insurance which specifically covers this risk and a copy of the certificate has been provided to the Parish Clerk prior to the event.

The National Association of Inflatable Hirers has published an Information Sheet on the safe use and operation of inflatable play equipment, including bouncy castles.

Bouncy Castle and Inflatable Guidelines

Ensure that the Hire Company:

1. Fully complies with the Health and Safety Executive Guidance Note PM76 – “The Safe Operation of Inflatable Bouncing Devices” (this important guide deals with all aspects of safety);
2. Employs suitably experienced and trained adult personnel, where the Company are responsible for setting up, operation and supervision of the bouncy castle;
3. Provides written evidence of a current Public Liability Insurance Policy with a Limit of Indemnity of at least £5 million. This insurance is to cover the liability of the Hire Company. It is unlikely to extend to cover the hirer of the equipment.

If you are to operate the bouncy castle, in addition to Items 1 and 3 above, ensure that you are provided with written instructions about the safe setting up, operation and supervision of the equipment, and that the name and address of the manufacturer or supplier is clearly marked upon it.

Safety Instructions

1. Children should not be allowed to use the bouncy castle if there is a high wind or in wet weather (inflatable can flip over and slippery surfaces may cause injury);
2. The castle must be adequately secured to the ground;
3. Soft matting covering hard surfaces must be placed adjacent to the front or open sides;
4. There should be responsible adult supervision, paying close attention to the children at play at all times during its use;
5. The number of children using the bouncy castle must be limited to the number recommended in the Hire Company’s safety instructions. There must be no overcrowding;
6. A rota system for different age or size groups should be operated together with the observance of any age limit of users (it is suggested that children over 10 years of age should not use the equipment);
7. All children must be made to remove footwear, hard or sharp objects such as jewellery, buckles, pens and other similar pocket contents. Eating while bouncing or performing acrobatics must not be allowed.