



Appleton Parish Council

Appleton Parish Hall, Dudlow Green Road, Appleton, Cheshire WA4 5EQ
Telephone 01925 268153 Email clerk@appletonpc.org.uk

Appleton Parish Hall rental agreement

DATED

PARTIES **Appleton** **Parish** **Council** &

.....

- (1) The Village Hall named in clause 2.2
- (2) The person or organisation named in clause 2.3.

AGREED as follows:

1. Throughout this Agreement:
 - the Village Hall named in clause 2.2 is referred to as “we”; “our” is to be construed accordingly and “we” and “us” mean and include the Parish Council and invitees
 - the person or organisation named in clause 2.3 is referred to as “you”; and “your” is to be construed accordingly; “you” also includes the members of your organisation/club/ management committee (if appropriate), your employees, volunteers, agents and invitees
 - where you must seek our consent, tell us about something or give us something, you must speak to and seek consent from the Parish Council clerk or Booking Secretary.

2. In consideration of the hire fee described in clause 2.4, we agree to permit you to use the premises described in clause 2.5 for the purpose described in clause 2.6 for the period(s) described in clause 2.1. The details inserted in sub-clauses 2.1 to 2.6 below and the answers to the questions in sub-clauses 2.7 to 2.11 are terms of this Agreement. This Agreement includes the annexed Standard Conditions of Hire and the Special Conditions of Hire (if any) set out in the attached Schedule

2.1 Date(s) required:

Day(s)

Time required (Hours)

From

2.2 Parish Hall

Appleton Parish Hall, Appleton Parish Council Dudlow Green Road Appleton Warrington WA4 5EQ tel 01925 268153 clerk@appletonpc.org.uk

2.3 Hirer:

(a) Name

(b) Organisation

(c) Name of Organisation's Authorised Representative
Address, Telephone Numbers & Email

2.4 Hire Fee

Hire Fee £18.00 per hour for the main hall

Please note if the booking is cancelled with less than three months' notice the full hire hall hire charge is due and payable.

2.5 Premises - Main Hall – (Due to Covid-19 it is only possible to hire the main hall).

2.6 Purpose/description of hiring: please detail below.

.....
.....

2.7 Will tickets be sold for your event? Yes / No

2.8 Is food to be provided at the event? Yes / No

2.9 Is alcohol to be provided at the event? Yes / No

2.10 Will there be exhibition of a film? Yes / No

2.11 Will live music be performed or recorded music played? Yes / No (Please note this will have to in line with any Covid Legislation at the time of the booking)

3. You agree not to exceed the maximum permitted number of people per room including the organisers/performers

Main hall: Maximum capacity 100 people due to Fire Regulations. (If Covid restrictions are in place at the time of the hire the limit is 25 people).

Small hall: The small hall is not currently available to hire

4. The hall does have a licence with the Performing Right Society (PRS) for the performance of copyright music

4.1 We do not have a Premises Licence. This Agreement gives permission to you for a performance of live music, the playing of recorded music, or an exhibition of a film but only in accordance with the Deregulation Act 2015.

- (i) You are responsible for ensuring that screenings of film abide by age classification ratings.
- (ii) You agree that if regulated entertainment outside of the Deregulation Act 2015 is to be held you will obtain our consent to give notice of a TEN to the licensing authority.
- (iii) You agree to obtain our consent to give notice of your intention to provide alcohol at the event and to give notice of a TEN to the licensing authority.

If you fail to comply with (i), (ii) or (iii) above, we will cancel the hiring without compensation. This is because there is a limit on the number of TENs that can be granted annually for any premises. Lack of co-operation could affect future fundraising by us and by local voluntary organisations.

5. You agree with us to be present (by your authorised representative, if appropriate) during the hiring and to comply fully with this Agreement.

6. We and you hereby agree that the Standard Conditions of Hire (see kitchen noticeboard or the Parish Council's website), together with any additional

conditions imposed under the Premises Licence or that we deem necessary, form part of the terms of this Agreement unless we and you agree in writing.

7. Appleton Parish Hall uses personal data for the purposes of managing hall booking, finances, events and publicity. By signing this contract, you agree to Appleton Parish Council holding your personal data for these purposes and for communication purposes. You can withdraw your consent at any time by contacting the clerk of the Parish Council on telephone 01925 268153 or email clerk@appletonpc.org.uk.
8. None of the provisions of this Agreement are intended to or will operate to confer any benefit pursuant to the Contracts (Rights of Third Parties) Act 1999 on a person who is not named as a party to this Agreement.

Special Conditions of Hire during COVID-19

SC1:

You, the hirer, will be responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the hall, as shown on the attached poster which is also displayed at the hall entrance, using the hand sanitiser supplied when entering the hall and after using tissues.

SC2:

You undertake to comply with the actions identified in the hall's risk assessment, of which you have been provided with a copy.

SC3:

You will be responsible for cleaning door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and all surfaces likely to be used during your period of hire **before** other members of your group or organisation arrive and to keep the premises clean through regular cleaning of surfaces during your hire, paying particular attention to wash hand basins and kitchen sinks (if used), using either the products supplied (which will be in a clearly accessible location) or your own ordinary domestic products. You will be required to clean again on leaving.

Please take care cleaning electrical equipment. Use cloths - do not spray!

SC4:

You will make sure that everyone likely to attend your activity or event understands that they **MUST NOT DO SO** if they or anyone in their household has had COVID-19 symptoms in the last 48 hours, and that if they develop symptoms within 10 days of

visiting the premises they **MUST** use the Test and Trace system to alert others with whom they have been in contact. They **MUST** get a COVID-19 test.

SC5:

You will keep the premises well ventilated throughout your hire, with windows and doors (except fire doors) open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.

SC6:

If social distancing regulations are in place there is a maximum number of 25 people permitted in the main Hall based on 2 meters. You will ensure that everyone attending maintains 2m social distancing while waiting to enter the premises, observes the one-way system within the premises, and as far as possible observes social distancing of 1m plus mitigation measures when using more confined areas (e.g. moving and stowing equipment, accessing toilets) which should be kept as brief as possible. You will make sure that no more than [e.g. two] people use each suite of toilets at one time.

SC7:

You will take particular care to ensure that social distancing is maintained for any persons aged 70 or over or likely to be clinically more vulnerable to COVID-19, including for example keeping a 2m distance around them when going in and out of rooms and ensuring they can access the toilets, kitchen or other confined areas without others being present. For some people, passing another person in a confined space is less risky, but for older people that should be avoided.

SC8:

You will position furniture or the arrangement of the room as far as possible to facilitate social distancing of 2m (if this is required according to the guidance at the time of hire) between individual people or groups of up to two households or 1m with mitigation measures such as: seating side by side, with at least one empty chair between each person or household group, rather than face-to-face, and good ventilation. If tables are being used, you will place them so as to maintain social distancing across the table between people from different household groups who are face-to-face e.g. using a wide U-shape [insert or attach drawing or photo].

SC9:

You are asked to keep a record of the name and contact telephone number or email of all those who attend your event for a period of 3 weeks after the event and provide the record to NHS Track and trace if required. (People are not obliged to provide details)

SC10:

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bags provided in the outside bin (Key is in kitchen cupboard)

SC11:

You will be responsible, if drinks or food are made, for ensuring that all crockery and cutlery is put in the dishwasher in the boiler room and you must put the dishwasher on after your use. You will bring your own clean tea towels, so as to reduce risk of contamination between hirers, and take them away. We will provide washing up liquid and washing up cloths.

SC12:

We will have the right to close the hall if there are safety concerns relating to COVID-19, for example, if someone who has attended the hall develops symptoms and thorough cleansing is required or if it is reported that the Special Hiring Conditions above are not being complied with, whether by you or by other hirers, or in the event that public buildings are asked or required to close again. If this is necessary, we will do our best to inform you promptly and you will not be charged for this hire.

SC13:

In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should remove them to the designated safe area which is boiler room. Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. Ask others in your group to provide contact details if you do not have them and then leave the premises, observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes when they arrive home. Inform the hall cleaner on 07856067783 or the clerk on 01925 268153.

SC14: For events with more than 25 people you will take additional steps to ensure the safety of the public in relation to COVID-19 dependent on the restrictions in place at the time of the booking., for example by operating a booking system or providing attendants or stewards who will ask people to seat themselves furthest from the entrance on arrival, to exit closest to the exits first and invite people to use toilets in the interval row by row.

SC15: In order to avoid risk of aerosol or droplet transmission you must take steps to avoid people needing to unduly raise their voices to each other, e.g. refrain from playing music or broadcasts at a volume which makes normal conversation difficult.

SC16:

Other special points as appropriate.

E.g. Where a sports, exercise or performing arts activity takes place: You will organise your activity in accordance with guidance issued by the relevant governing body for your sport or activity.

E.g. Where a group uses their own equipment:

You will ask those attending to bring their own equipment and not share it with other members and You will avoid using equipment, which is difficult to clean, as far as possible. You will ensure that any equipment you provide is cleaned before use and before being stored in the hall's cupboards.

SC 17:

Face coverings must be work in line with the Central Government guidance at the time of your hire. You will encourage all those attending your activity to wear a face covering unless an exemption or other government guidance applies to the activity. A face covering is not required when people are eating or drinking but they should be seated.

Signed by the person named at 2.2(b) above, duly authorised, on behalf of Appleton Parish Council.

Name

Signature

Date

Signed by the person named at 2.3(a) above or at 2.3(c) above, duly authorised, on behalf of the organisation named at 2.3(b) above, where applicable.

Name

Signature

Date

Conditions of Hire for Appleton Parish Hall

If you are in any doubt as to the meaning of any of the Conditions, you must seek clarification from the clerk, Mrs Joanne Monks.

1. Age

You, not being a person under 18 years of age, hereby accept responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all Standard Conditions under this Agreement relating to management and supervision of the premises are met.

2. Supervision

During the period of the hiring, you are responsible for:

- (i) supervision of the premises, the fabric and the contents;
- (ii) care of the premises, safety from damage however slight or change of any sort; and
- (iii) the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway.

As directed by us, you must make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

3. Use of premises

You must not use the premises (including the car park, if any) for any purpose other than that described in the Agreement and must not sub-hire or use the premises or allow the premises to be used for any unlawful or unsuitable purpose or in any unlawful way nor do anything or bring on to the premises anything which might endanger the premises or render invalid any insurance policies covering the premises nor allow the consumption of alcohol without our written permission.

4. Insurance and indemnity

- (i) You are liable for:
 - (a) costs arising from accidental and malicious loss or damage and for loss or damage arising out of your negligence to any part of the premises including its curtilage or its contents
 - (b) costs arising from accidental and malicious loss or damage and for loss or damage arising out of your negligence done to our WiFi service (if any)
- (c) all claims, losses, damages, and costs made against or incurred by us, our employees, volunteers, agents or invitees in respect of damage or loss of

property or injury to persons arising as a result of your use of the premises (including the storage of equipment) and your use of our WiFi service (if any), and

- (d) all claims, losses, damages and costs made against or incurred by us as a result of any nuisance caused to a third party as a result of your use of the premises and/or the use of our WiFi service (if any), and subject to sub-clause (ii), you must indemnify us against such liabilities.
- (ii) We will take out adequate insurance to insure the liabilities described in sub-clauses (i)(a) and (b) above and may, in our discretion and in the case of non-commercial hirers, insure the liabilities described in sub-clauses (i)(c) and (d) above. We will claim on our insurance for any liability you incur but you must indemnify us against:
 - (a) any insurance excess incurred and
 - (b) the difference between the amount of the liability and the monies we receive under the insurance policy.
 - (iii) Where we do not insure the liabilities described in sub-clauses (i)(c) and (d) above, you must take out adequate insurance to insure such liability and on demand must produce the policy and current receipt or other evidence of cover to our Hall Secretary. If you fail to produce such policy and evidence of cover, we will cancel this Agreement and re-hire the premises to another hirer.

We are insured against any claims arising out of our own negligence.

5. Gaming, betting and lotteries

You must ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

6. Music Copyright licensing

You must ensure that we hold relevant licences under Performing Right Society (PRS) and the Phonographic Performance Licence (PPL) or, where appropriate, you must hold such licence(s).

7. Music

You must have our written permission for performance of live music and the playing of recorded music under the Deregulation Act 2015. This Agreement confers that permission.

8. Film

You must restrict children from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. You must ensure that you have the appropriate copyright licences for film. This Agreement confers

the required permission on you. (The Deregulation Act 2015 requires you to have our written permission to show a film).

9. Safeguarding children, young people, and adults at risk

You must ensure that any activities for children, young people and adults at risk are only provided by fit and proper persons in accordance with the Children Act 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS). All reasonable steps must be taken to prevent harm, and to respond appropriately when harm does occur. Relevant concerns must be reported.

Notes to clause 9

Safety of children, young people and adults at risk

It is good practice for any organisation working with children, young people and adults at risk to have policies in place for their protection. This could be fulfilled by requiring the organisations running the activities to have their own policies or the management committee having policies that they require groups to comply with.

The hall management committee is responsible for all employees who may have unsupervised contact with groups hiring the hall.

ACRE's **Information Sheet 5: Safeguarding** provides detailed information on where to obtain appropriate and proportionate advice and support.

10. Public and Fire safety compliance

You must comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, and our fire risk assessment or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children. You must also comply with our health and safety policy.

You as the hirer are responsible for Health & Safety for your group including fire safety for the period of hire. The hirer is responsible for advising on fire exits and fire procedures at the beginning of each session and for carrying out their own fire drills on a regular basis.

You must call the Fire Service to any outbreak of fire, however slight, and give details to the Parish Council clerk.

(i) You acknowledge that you have received instruction in the following matters:

- The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the hall.
- The location and use of fire equipment. (Diagram on kitchen noticeboard.)
- Escape routes and the need to keep them clear.
- Method of operation of escape door fastenings.
- Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.
- Location of the first aid box.

(ii) In advance of any activity whether regulated entertainment or not you must check the following items:

- That all fire exits are unlocked, and panic bolts are in good working order.
- That all escape routes are free of obstruction and can be safely used for instant free public exit.
- That any fire doors are not wedged open.
- That exit signs are illuminated.
- That there are no fire-hazards on the premises.
- That emergency lighting supply illuminating all exit signs and routes are turned on during the whole of the time the premises are occupied (if not operated by an automatic mains failure switching device).

11. Noise

You must ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. You must, if using sound amplification equipment, make use of any noise limitation device provided at the premises and comply with any other licensing condition for the premises.

12. Drunk and disorderly behaviour and supply of illegal drugs

You must ensure that in order to avoid disturbing neighbours of the hall and avoid violent or criminal behaviour:

- (i) no one attending the event consumes excessive amounts of alcohol
- (ii) no illegal drugs are brought onto the premises.

Drunk and disorderly behaviour is not permitted either on the premises or in its immediate vicinity. We will ask any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way to leave the premises in accordance with the Licensing Act 2003.

13. Food, health and hygiene

You must, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. The premises are provided with a refrigerator and thermometer.

14. Electrical appliance safety

You must ensure that any electrical appliances brought by you to the premises and used there are safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Where a residual circuit breaker is provided you must make use of it in the interests of public safety.

15. Stored equipment

We accept no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring or we will charge fees each day or part of a day at the hire fee per hiring until the same is removed.

We may, in our discretion, dispose of any items referred to below by sale or otherwise on such terms and conditions as we think fit, and charge you any costs we incur in storing and selling or otherwise disposing of the same, in any of the following circumstances:

(i) your failure either to pay any charges in respect of stored equipment due and payable or to remove the same within seven days after the agreed storage period has ended

(ii) your failure to dispose of any property brought on to the premises for the purposes of the hiring.

16. Smoking & Vaping

You must comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. We will ask any person who breaches this provision to leave the premises. You must ensure that anyone wishing to smoke or use vaping does so outside and disposes of cigarette ends, matches etc. in a tidy and responsible manner, so as not to cause a fire.

17. Accidents and dangerous occurrences

You as the hall hirer are responsible for the Health and Safety of your group and it your responsibility to ensure that you have your own public liability insurance cover.

You must report to us as soon as possible any failure of our equipment or equipment brought in by you. You must report all accidents involving injury to the

public to us as soon as possible and complete the relevant section in our accident book. You must report certain types of accident or injury on a special form to the Incident Contact Centre. The Parish Clerk will give assistance in completing this form and can provide contact details of the Incident Contact Centre. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

18. Explosives and flammable substances

You must ensure that:

- (i) Highly flammable substances are not brought into, or used in any part of the premises.
- (ii) No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) are erected without our consent.

19. Heating

You must ensure that no unauthorised heating appliances are used on the premises when open to the public without our consent. You must not use portable liquefied propane gas (LPG) heating appliances.

20. Animals

You must ensure that Guide dogs, Hearing dogs and assistance dog owners are allowed on the premises.

21. Fly posting

You must not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises and must indemnify and keep indemnified us accordingly against all actions, claims and proceedings arising from any breach of this Condition. If you fail to observe this Condition you may be prosecuted by the local authority.

22. Sale of goods

You must, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, you must ensure that the total prices of all goods and services are prominently displayed, as must be the organiser's name and address and that any discounts offered are based only on Manufacturers' Recommended Retail Prices.

23. WiFi Services

When using the WiFi service you always agree to be bound by the following provisions:

- (i) not to use the WiFi service for any for the following purposes:

(a) disseminating any unlawful, harassing, libellous, abusive, threatening, harmful, vulgar, obscene or otherwise objectionable material or otherwise breaching any laws;

(b) transmitting material that constitutes a criminal offence or encourages conduct that constitutes a criminal offence, results in civil liability or otherwise breaches any applicable laws, regulations or code of practice;

(c) interfering with any other persons use or enjoyment of the WiFi service; or

(d) making, transmitting or storing electronic copies of material protected by copyright without permission of the owner;

(ii) to keep any username, password, or any other information which forms part of the WiFi service security procedure confidential and not to disclose it to any third party.

24. Termination of the WiFi service

We have the right to suspend or terminate our wifi service immediately in the event that there is any breach of any of the provisions of these Standard Conditions including without limitation:

(i) if you use any equipment which is defective or illegal;

(ii) if you cause any technical or other problems to our WiFi service;

(iii) if, in our opinion, you are involved in fraudulent or unauthorised use of our WiFi service;

(iv) if you resell access to our WiFi service; or

(v) if you use our WiFi service in contravention of the terms of these Standard Conditions.

25. Availability of WiFi Services

(i) Although we aim to offer the best WiFi service possible, we make no promise that the WiFi service will meet your requirements. We cannot guarantee that our WiFi service will be fault-free or accessible at all times.

(ii) It is your responsibility to ensure that any WiFi enabled device used by you is compatible with our WiFi service and is switched on. The availability and performance of our WiFi service is subject to all memory, storage and any other limitations in your device. Our WiFi service is only available to your device when it is within the operating range of the main hall.

(iii) We are not responsible for data, messages, or pages that you may lose or that become misdirected because of the interruptions or performance issues with our WiFi service or wireless communications networks generally. We may impose usage, or service limits, suspend service, or block certain kinds of usage in our sole discretion, to protect other users of

our WiFi service. Network speed is no indication of the speed at which your WiFi enabled device or our WiFi service sends or receives data. Actual network speed will vary based on configuration, compression and network congestion.

26. Privacy and Data Protection in relation to Wi-Fi Service

- (i) We may collect and store personal data through your use of our WiFi service.
- (ii) We may process all information about you which is provided in relation to our WiFi service in accordance with your legal rights under the Data Protection 1998 and solely for the purposes of offering the WiFi service.
- (iii) By using our WiFi service, you agree to the terms of this clause 26. If you would like more information or object to anything in these conditions, you should speak to:

When using the WiFi service the Hirer agrees at all times to be bound by the following provisions:

- (a) not to use the WiFi service for any for the following purposes:
 - (i) disseminating any unlawful, harassing, libellous, abusive, threatening, harmful, vulgar, obscene or otherwise objectionable material or otherwise breaching any laws;
 - (ii) transmitting material that constitutes a criminal offence or encourages conduct that constitutes a criminal offence, results in civil liability or otherwise breaches any applicable laws, regulations or code of practice;
 - (iii) interfering with any other persons use or enjoyment of the WiFi service; and
 - (iv) making, transmitting or storing electronic copies of material protected by copyright without permission of the owner
- (b) to keep any username, password, or any other information which forms part of the WiFi service security procedure confidential and not to disclose it to any third party.

27. General Privacy and Data Protection

The Parish Council will store your personal data including sensitive data in line with the Data Protection Act 1998 and the General Data Protection Regulations which will come into effect in May 2018. By agreeing to this contract, you consent that Appleton Parish Council can hold your information for the purposes of managing hall booking, finances, events and publicity. By signing this contract, you agree to Appleton Parish Council holding your personal data for these purposes and for communication purposes. You can withdraw your consent at any time by contacting the clerk of the Parish Council on telephone 01925 268153 or email clerk@appletonpc.org.uk.

28. Cancellation

If you wish to cancel the booking and less than three months' notice is given than the full hire charge is due and payable.

We reserve the right to cancel this Agreement by giving you written notice in the event of:

- (i) the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election.
- (ii) our reasonably considering that (a) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (b) unlawful or unsuitable activities will take place at the premises as a result of this hiring;
- (iv) the premises becoming unfit for your intended use.
- (v) an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.
- (vi) Closure due to Covid-19.

In any such case you will be entitled to a refund of any deposit already paid, but we will not be liable to you for any resulting direct or indirect loss or damages whatsoever.

29. End of hire

You are responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise we may make an additional charge.

30. No alterations

You must not make any alterations or additions to the premises nor install or attach any fixtures or placards, decorations or other articles in any way to any part of the premises without our prior written approval. In our discretion, any alteration, fixture or fitting or attachment which we have approved may remain in the premises at the end of the hiring. Such items will become our property unless you remove them and you must make good to our satisfaction any damage you cause to the premises by such removal.

31. No rights

This Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on you.

32. Access

This agreement allows any member of the Parish Council and/or employees of the Parish Council and any PCSOs to have the right to access and use the hall at any time during the period of hire.

33. Bouncy castles

The Parish Council insurance does not cover bouncy castles so these are not allowed in the Parish Hall.

INSTRUCTIONS FOR USING APPLETON PARISH HALL

A condition of hiring Appleton Parish Hall is that the group leader is responsible for fire safety during the period of hire. A copy of the fire risk assessment for Appleton Parish Hall together with a floor plan of the hall is on the kitchen noticeboard. In addition, Fire Evacuation Notices have been placed in the Main Hall, Small Hall, Kitchen and Lobby. As a Parish Hall User you have a responsibility under the Order to safely evacuate all attendees under your control. Please ensure all of your Members and/or Guests are aware of the above documentation, the Emergency Exits and the availability of firefighting equipment at the start of every session. You are also responsible to conducting your own fire drills and keeping a record of these.

By hiring the hall, you accept responsibility for your group's fire safety and for undertaking regular fire drills for your group. This is now a condition of hiring the hall from immediate effect and the invoices will be amended to show that this is now a condition of hire. The Parish Council will require you to sign a declaration to state that you have carried out fire drills and will require proof that you have undertaken a fire drill on a regular basis. A practice fire drill should be carried out at least twice a year, during these drills the fire alarm should be operated by a designated member of the user group.

The Parish Hall has been now fitted with a fire detection and alarm system and this is now fully operational. Red manual call points have been fitted to all fire doors (the main entrance, kitchen and fire doors in the main hall). Instructions on how to operate this new fire system are below; Please note the operating instructions and log book is kept in the small hall above the fire panel).

To test the system; On the red fire alarm box press the black alarm key, this will activate the alarm. Reset by inserting the black fire key in the base of the unit and turn. Go to the main control panel in the small hall, enter the three-digit code – 123 press Silence Alarms put the black plastic key in the base of the red alarm box and turn it towards you, this will reset the box. When the alarms stop then press system reset.

At the start of every session the group leader must state the following;

If you discover a fire, alert all present, evacuate by nearest emergency exist, report to

assembly point on front lawn, call 999 as soon as possible, do not enter the building unless authorised to do so. If you hear the fire bell, proceed to the assembly point. Fire exits are located at the front entrance doors. Kitchen door and fire doors in the main hall. The fire assembly point is the lawn in front of the Co-op. Any wheelchair users must be escorted out of the Parish Hall by the group leader.

As a Parish Hall user, you have responsibility for the Health & Safety of your group and it is your responsibility to ensure that you have your own public liability insurance cover. You will not be covered by the Parish Council's insurance.

- Defibrillator code is Code 0159√ which is the standard code used by the NW Ambulances.
- The Parish Hall is situated in a residential district and it is essential, therefore, that its use should not cause any nuisance to nearby residents e.g. parking and noise.
- It is expected that proper care will be taken of all equipment and that the Hall will be left in the same condition as found.
- It is emphasised that no one must interfere with the lighting or the heating equipment. Please ensure thermostat in Main Hall is put back to 15 degrees centigrade when leaving. In cold weather, grit stored in "Boiler room" off kitchen for sprinkling over paths around Parish Hall.
- In case of need, please note there are 3 stop water taps – one in the 'boiler room' off the kitchen near to the floor below all the switches, one in the gents toilets under the sink and one in the first cubicle in the ladies toilets.
- Please note that only the socket on the stage must be used for amplifiers and not the other sockets in the body of the hall. All Parish Hall user's electrical equipment must be maintained in order to prevent danger.
- Any breakages/damage/items not working please advise the Caretaker.
- Check list for using the Parish Hall -
 - Lights (storeroom cupboard - light switches).
 - Only use the cords to either side of the stage to open / close the stage curtains
 - Sound system is switched on/off by switch to the rear of the stage and left operable for other users with the hand microphones switched off (batteries to be provided by Users).
 - Shutter - You will find the switch on the wall inside the men's toilets/accessible toilet.
 - Do not stick posters/balloons etc to paintwork.
 - Chairs/tables in storeroom. The chairs should be stacked carefully as detailed – upholstered chairs not for 'play' parties - and the tables should be folded away. Please do not drag the chairs/tables across the hall floor. Please use non-marking soles.
 - Leave hall and kitchen clean and tidy. Brushes and dustpan in storeroom cupboard.
 - Turn oven/hob off and hot water boiler off.
 - Remove all food from premises (check inside fridge and oven).

- If you or your caterers provide food, please ensure any food is disposed through the waste bin and not down the sinks plug holes – the drains often are clogged over the Christmas festivities period.
- Check all windows/doors are closed and locked; please check toilets.
- Lock kitchen door and return key in post box if necessary.
- Accident Book with First Aid Box – All users should have a nominated First Aider. Nominated First Aider is responsible for calling emergency services. Mrs. Catrin Middleton, Caretaker/Booking Secretary is the nominated First Aider for the Parish Hall.
- Large wheelie bin outside for hirers' use and recycling bin in kitchen.
- Doorbells installed at front doors and at fire doors.
- All internal fire doors should be closed upon leaving.
- Children must not be left unattended at any time on the premises
- Please let us know if you have any security concerns. Do not leave your possessions unattended.
- Smoking is prohibited throughout the Parish Hall, including the use of electronic cigarettes.
- Please do not enter any areas or touch any equipment or machinery unless authorised by your host.
- Appleton Parish Council will accept no responsibility for articles left on the premises.

Emergency out of hours; 07856067783

COVID-19 treatment plan

In the event of someone becoming unwell with suspected COVID-19 symptoms while at the hall you should:

- a) Send them home immediately
- b) Ask other members of your group to provide their contact details if you do not have them
- c) Ask the rest of your group to leave the premises, observing the usual hand sanitising and social distancing precautions
- d) Advise them to launder their clothes when they arrive home
- e) Inform the clerk on email clerk@appletonpc.org.uk telephone 01925 268153 or the Booking Secretary on email bookings@appletonpc.org.uk or telephone 07856067783.
- f) If the unwell person needs to wait for a lift: - (1) Remove them to the safe waiting area, which is insert details – a chair and washing bowl should already be there (2) Put on a mask, face shield, gloves & apron to protect yourself (3) Provide them with tissues, a plastic rubbish bag, a bowl of warm water & soap for handwashing & paper towels

(4) Once they have been collected: -

1. Remove gloves, apron and face mask to the rubbish bag*
2. Leave face shield on top for disinfection
3. Wash your hands for at least 20 seconds with warm soapy water
4. Wait for insert responsible committee member to arrive.
5. Once home - launder all your clothes and wipe down disinfect your car

*Note that the waste should be double bagged and kept for 72 hours before being collected.