

# ERMINGTON PARISH COUNCIL

## HIRING THE READING ROOMS

**CONTACT INFORMATION** **Tel:** - Teresa (Parish Clerk) 01752 893691  
**E-mail:**- ermingtonparishclerk@gmail.com  
**Address:** - "Orchard Barn", Higher Keaton, Ermington, Ivybridge, PL21 0LB

Hire charge per hour per room	£6.00 per hour per room
Hire charge for booking 4 hours or more, per room	£20.00 per hour per room
Hire charge for the day (0800 – 1700 hours) per room	£35.00 per room

If you wish to pay by bank transfer the bank details are as follows: Lloyds Bank - Ermington Parish Council  
Sort Code - 30 94 58  
Account No. – 00046050

### HIRER'S CONTACT DETAILS:

Name of Hirer  
(BLOCK LETTERS PLEASE)

Name of Organisation (if applicable)  
(BLOCK LETTERS PLEASE)

Address (BLOCK LETTERS PLEASE)

Phone Number 1

Phone Number 2

Email

ROOMS YOU WISH TO HIRE (tick relevant room(s))

Upper Room

Lower Room

### BOOKING DETAILS

Please give details of the type of event you are holding. Attach a copy of the programme details and names of any speakers if applicable.

Date(s) of Hire: From \_\_\_\_\_ to \_\_\_\_\_

Room Access required from (time):

Event Start Time

Event Finish Time

Room Access Required Until (time)

Number of People Expected, Upper Room

Number of People Expected, Lower Room

Public or Private Event

Refreshments Y/N

Please provide details of any Ermington Parish Council equipment you will be using, e.g. chairs/tables/tea urn/kettle, and any specialist equipment you will be bringing with you; music system/screen projector etc.

## **HIRING AGREEMENT:**

I am the hirer / I am authorised by the Hirer (delete as appropriate) to enter into this agreement. I agree to the terms and conditions, and to declare and inform Ermington Parish Council of any issues which may, or do arise as a consequence of this booking.

Signed:..... Date:.....

### **Notes:**

- Hirers will be responsible for the replacement or repair value of any damage, defacement to the hall and/or fittings or breakages to any equipment or facility. Hirers are expected to notify the Clerk as soon as possible in the event of any such damage (01752 893691).
- Ermington Parish Council cannot be held responsible for any injury to any person or damage to property or for any loss incurred to persons and/or injury during the period of hire, or to any articles left on the premises. **Any booking that is by an Organisation as against a private booking must be covered by your own insurance**
- Ermington Parish Council accepts no responsibility for any stored equipment or other property brought onto or left on the premises, and all liability for loss or damage is hereby excluded.
- Exit and Fire Exit doors must be kept clear at all times.
- The hirer is asked to have consideration for neighbours and keep the noise level down, particularly after 11pm.
- The hirer is responsible for turning off the lights and electric heaters, and securing windows and doors upon leaving the premises.
- SMOKING: The entire premises and grounds are a **No Smoking Zone**.
- Hire charges are reviewed by the Ermington Parish Council on an annual basis.
- When hiring the rooms your personal information will be processed and stored so it is possible to contact you and respond to your correspondence. We only keep your data for the purpose for which it was collected and for as long as it is necessary, after which it will be deleted. You have the right to access the information we have on you. You can do this by contacting the Parish Clerk.

## **Cleaning Schedule**

Please note – the following are not an exhaustive list and applicable on an 'as necessary' basis, particularly if any of the areas referenced have been touched by the users of the hall during a booking.

### **Room/General**

Door Handles / push button locks and door plates wiped  
Fire Exit closed and bar cleaned  
Tables/cupboard/windowsill surfaces wiped  
Floor swept and/or vacuumed  
Light switches cleaned  
Chairs cleaned  
Windows (glass and frames and handles) cleaned (interior)

### **Toilets**

Seats, flush handles, and cisterns wiped  
Door locks, handle / push plates wiped and edges wiped  
Sink and taps cleaned and bin emptied

### **Kitchen**

Sink and taps wiped  
Bin emptied; bag replaced  
Cupboard surfaces and handles wiped

## EXIT CHECK LIST

### Rubbish

It is the responsibility of the Hirer to remove all rubbish away from the Reading Rooms - rubbish bags are available in the kitchen cupboards.

### Cleaning

Cleaning materials, equipment and vacuum cleaner etc., are stored in the Reading Rooms for your use. Please ensure all floors are clean, if necessary please sweep floors and vacuum the carpets.

### Hall/rooms

Please ensure:

To sweep the floor.

All chairs and tables are cleaned and returned carefully to where they are stored.

The windows and doors are securely closed.

All the lights are switched off.

Remove all rubbish.

### Kitchen

Please ensure:

Anything that has been got out and used is cleaned and returned to the cupboards.

All electrical items and switches are turned off.

The work surfaces are clear and clean.

## Fire Risk Assessment



The aim of this **Fire Risk Assessment** is to reduce the risks of fire and thus protect all users.

**Hirers** (whether they are regular users or private bookings) must conform to the rules contained in the Terms and Conditions of Hire (detailed below):

The Hirer acknowledges that they will familiarise themselves with:-

- *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.*
- *Escape routes and the need to keep them clear.*
- *Method of operation of escape door fastenings.*
- *Assembly point is in Honey's Field*

In advance of any entertainment or play, the Hirer shall check the following items:-

- That all escape routes are free of obstruction and can be safely used
- That there are no fire hazards on the premises

Any problems associated with the above points should be raised with the Parish Clerk (01752 893691).

### **Fire Fighting Equipment Provided on the premises:-**

Water extinguishers (2) = Class A fires, i.e. solids only, such as wood, paper and fabrics. Not suitable for Class B liquid fires, e.g. paraffin, petrol, oil fires or where electricity is involved. It works by cooling burning material.

CO2 extinguisher (1) = Fires caused by electrical equipment where electric current may be present. This fire extinguisher is ideal for fires involving electrical apparatus and Class B liquid fires, flammable liquids, petrol and spirits. CO2 does not cool and is not suitable for solids.

Extinguishers are serviced annually and visibly checked monthly by the Clerk.

### **Fire Risk Assessment – Parish Rooms**

<b>Risk</b>	<b>Level of Risk</b>	<b>Action Required to reduce risk</b>	<b>Owner</b>	<b>Risk after Action</b>	<b>Date Action Completed</b>
Smoking	Medium	“No Smoking” signs to be placed in the Parish Rooms and all persons informed of the rules and regulations	Parish Council	Low	Signs in place - November 2012. Clerk to send Fire Risk Assessment with Booking Form
Exit doors	High	Ensure access is clear and checked prior to any event	Parish Council	Low	Ongoing
Vacuum cleaner	Med	Portable Appliance Tested, maintenance, and prior to use checks ensuring its safe to use	Parish Council	Low	Westlake Services
Extension lead	High	Portable Appliance Tested and correct use thus not exceeding 13A on any 4 way ex lead. Adaptor plug sockets not to be used. Prior communication to all persons hiring the hall	Parish Council	Med	Clerk to send Fire Risk Assessment with Booking Form
Bins/rubbish	Low	All users to remove rubbish from premises	Parish Council	Low	Ongoing
Hot Water Boiler	Med	Documentation relating to the boiler should be consulted for operation and maintenance of the boiler. Only to be operated by a trained and competent person.  Routine testing as specified by the manufacturer.	Parish Council	Low	Ongoing