



Parish Office
Suite 1
4, The Limes
Ingatestone
Essex
CM4 0BA
Telephone: 01277 353315
Email: office@ingatestone-fryerningpc.gov.uk
www.ingatestone-fryerningpc.gov.uk

Ingatestone and Fryerning Parish Council Seymour Pavilion and field hirers information pack

Contents

Conditions of hire	1
Additional conditions of hire – field related	2
Licensing	3
Pavilion car park	3
What your refundable damage deposit covers (if applicable to your booking)	3
Occupant capacity numbers for the pavilion hall.....	3
Checklist for hirers	3
Health and Safety	4
Emergency plan	5

Conditions of hire

1. Bookings can only be made through the Parish Office.
2. Bookings can only be made by persons over 21 and party bookings will not be accepted for children over 10.
3. If bookings are placed more than two months in advance, a 50% deposit will be required to secure the booking and the remainder will be due two weeks before the booking date.
4. Bookings placed less than two months before the booking date will require full payment at the time of booking.
5. For multiple bookings, an invoice will be raised on a quarterly basis with the initial month due at time of booking and subsequent quarters due before the end of the previous quarter.
6. The damage deposit will be refunded on satisfactory inspection of the pavilion and compliance with the terms and conditions of hire.
7. For multiple bookings, no damage deposit is required but hirers will be expected to leave the pavilion in clean and tidy manner or risk future bookings being cancelled and costs recovered from the advance hire payment as detailed in 5.
8. The hirer is responsible for their visitors, including their safety and well-being. **It is therefore the responsibility of the Hirer by way of indemnity to effect insurance against**

all claims, costs or demands in respect of personal injury and / or loss or theft of and / or damage to property howsoever suffered or incurred by any person to the value of £5million. The council will require such insurance to be evidenced when members of the public attend the event. Failure to provide this will result in the cancellation of the hiring.

9. Evening bookings: the pavilion must be vacated by 10pm and music turned off at 9.30pm.
10. Failure to leave the pavilion promptly, may result in the loss of all or part of the hirer's deposit. Penalty costs will be calculated on the amount of time the booking slot is exceeded by and will factor in any other non-compliance of hire conditions.
11. Access to the pavilion is only available from the booked time.
12. Hirers using any entertainers or DJs, must ensure that all equipment has been PAT tested and that they have their own Public Liability insurance.
13. If the hirers are using any entertainers or DJs, they must ensure that all doors and windows remain closed to ensure minimum disruption to the neighbours.
14. Hirers should have their own child protection arrangements in place if required.
15. Hirers are responsible for providing their own first aid cover. A first aid box is provided in the kitchen and use of items must be reported to the parish council and the accident book completed.
16. Nothing shall be done on, or in relation to, the premises in contravention of the law relating to betting, gaming and lotteries and the organisers of any event shall ensure that the requirements of relevant legislation are strictly observed.
17. Hirers shall obtain permission from the Management Committee before goods or equipment are left or stored in the pavilion.
18. The Management Committee cannot accept any responsibility for the damage to, or loss of user's property or effects.
19. Decorations can be put up using blutack only, not tape, nails or other such fixings
20. All Decorations, table confetti or similar must be fully removed by the end of the booking.
21. The hirer shall indemnify Ingatestone and Fryerning Parish Council for the cost of repair or replacement regarding any damage done to the fabric or contents which occurs during the period of hire
22. Any damage/vandalism to Sports Field or Pavilion discovered on arrival must be reported to the Parish Council as soon as possible.
- 23. All litter must be taken home by the Hirer.**

Additional conditions of hire – field related

To be read in conjunction to the above conditions of hire

1. Rental is payable for the use of Seymour Field with use of the associated Pavilion if desired.
2. It is not possible for Ingatestone and Fryerning Parish Council to prevent any other user from using the Field at the same time, however hire will be restricted to one user at a time and the Pavilion will be for the exclusive use of the hirer.
3. The Hirer, during the period of use will be responsible for:
 - a. The supervision, safety and damage to Seymour Field, including the goalposts.
 - b. The behaviour of all persons officially using Seymour Field: anti-social behaviour causing offence to or affecting neighbouring properties will not be tolerated.

- c. The supervision of parking to avoid obstruction to the highway or damage to the field.
 - d. Preventing any illegal or unlawful activities taking place.
4. Sub-letting of Seymour Field is not allowed.
 5. Hirers are responsible for collection, removal and disposal of litter from Seymour Field. Hirers must also ensure that Seymour Field is left in a safe state to prevent injuries to the public. If, after inspection, it is considered that this has not been adhered to Ingatestone and Fryerning Parish Council may charge a fee to clean Seymour Field of any litter or debris left.
 6. **It is the Hirers absolute responsibility to ensure that the gates to Seymour Field are always secure. For avoidance of doubt, this means that the gates must either be locked or manned for the entire period of hire to avoid unlawful incursions.**
 7. No fireworks or bonfires are permitted on Seymour Field.

Licensing

1. The pavilion has no alcohol license, so alcohol may be consumed but not sold at events.
2. It is the responsibility of the hirer to apply for a Temporary Event Notice by contacting Brentwood Borough Council (01277 312500)
<http://www.brentwood.gov.uk/index.php?cid=874>
3. It is the responsibility of the hirer to advise the Management Committee of the fact that they have applied for a Temporary Event Notice if one is required.

Pavilion car park

1. The car park is available for use by those attending the pavilion or field.
2. The Management Committee cannot accept any responsibility for any damage caused whilst using the car park.
3. Care should be taken when using the car park due to uneven surfaces caused by tree roots.

What your refundable damage deposit covers (if applicable to your booking)

- Damage to the pavilion or fittings
- Any breakages
- Failure to leave the pavilion in a clean and tidy manner
- Failure to leave the pavilion in a timely manner
- Excessive noise
- Litter left around the pavilion
- Excessive mess inside the pavilion
- Smoking in the pavilion

Occupant capacity numbers for the pavilion hall

- 100 persons standing – with no chairs or tables
- 59 persons seated in rows (whether fixed or not)
- 40 persons seated at tables

Note: The person capacity must include those involved in any performance or production.

Checklist for hirers

Before admission of the public

1. All exit doors are unlocked, any fastenings removed, and the push-bar mechanism tested and in good working order.

2. Any door on an escape route not opening in the direction of travel are locked in the open position.
3. Escape routes are free from obstruction and available for use.
4. Any fire doors are closed and not wedged or propped open.
5. Fire fighting equipment is in place and unobstructed.
6. First Aid box is located in the kitchen.
7. Any freestanding stoves or heaters are fixed in position.
8. There is not combustible storage in areas open to the public.
9. Manual fire alarm is operable, or power is on to electrical alarm.
10. Exit signs are illuminated.
11. There is no obvious fire hazard in, or near, the building.

End of function

12. Search for smouldering fires or cigarettes left burning.
13. Check that heaters and cookers are turned off.
14. Check that all electrical appliances are turned off and unplugged.
15. Turn out all lights.
16. Close all internal doors.
17. Secure all outside doors and windows
18. Ensure that outside lights are on.

Health and Safety

All hirers will be expected to read the whole of the hirers information pack and should sign the booking form as evidence that they agree to the booking conditions. All new hirers will also be given information/training about safety procedures at the hall which they will be expected to follow (e.g. fire evacuation procedures, use of trolleys to move equipment, use of equipment) and will be shown the location of the accident book and health and safety file.

It is the intention of Seymour Pavilion Management Committee to comply with all health and safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

Employees, hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the committee, with all safety requirements set out in the hiring agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

The committee has carried out risk assessments. The following practices must be followed in order to minimise risks:

- Make sure that all emergency exit doors are clear and unlocked as soon as the hall is to be used and throughout the hiring.
- Do not operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc.
- Do not work on steps, ladders or at height until they are properly secured, and another person is present.
- Do not leave portable electrical or gas appliances operating while unattended.
- Do not bring onto the property any portable electrical appliances which have not been Portable Appliance Tested.
- Do not attempt to move heavy or bulky items (e.g. stacked tables or chairs) - use the trolleys provided.
- Do not stack more than five chairs.
- Do not attempt to carry or tip a water boiler when it contains hot water. Leave it to cool.
- Do not allow children in the kitchen. Avoid over-crowding in the kitchen and do not allow running.

- Wear suitable protective clothing when handling cleaning or other toxic materials
- Report any evidence of damage or faults to equipment or the building's facilities to the parish council.
- The First Aid box is in the kitchen.
- Report every accident in the accident book to the parish council

Be aware and seek to avoid the following risks:

- creating slipping hazards on stairs, polished or wet floors – mop spills immediately.
- creating tripping hazards such as buggies, umbrellas, mops and other items left in halls and corridors.
- use adequate lighting to avoid tripping in poorly lit areas.
- risk to individuals while in sole occupancy of the building.
- risks involved in handling kitchen equipment e.g. cooker, water heater and knives
- creating toppling hazards by piling equipment e.g. in store cupboards.

Emergency plan

The purpose of this plan is to ensure that all occupants of these premises know what to do in the event of a fire, and to ensure that the premises can be safely evacuated should a fire occur. The management committee will generally be responsible for ongoing compliance with fire safety legislation and for fire safety management in the premises, but this plan will also serve to help identify additional and specific responsibilities of others in the event of fire or other emergency requiring evacuation.

Fire Risk Assessment

A Fire Risk Assessment as required by law has already been carried out on the premises. The results of this assessment, and any remedial action taken consequently, have been fully considered in the drawing up of this plan. It is vital that occupants become familiar with this plan and procedures, in order that in the event of a fire occurring, we can ensure, as far as possible, the safety and wellbeing of all people that are likely to enter the building, particularly members of the public and contractors.

Hirers must

- Familiarise themselves with the Emergency Plan included in this information pack and on display in the pavilion.
- Ensure that fire apparatus is kept in its proper place and only used for its intended purpose.
- Ensure that there is no smoking anywhere on the premises.
- Ensure that there are enough adults present who will act as fire wardens in the event of a fire alarm.
- Ensure that at the beginning of the event an announcement is made in respect of 'no smoking', evacuation in the event of an alarm, location of fire exits and the assembly point.
- Ensure that the fire service is called to any outbreak of fire, however slight, and details of the occurrence shall be given to the Management Committee.
- Ensure that all those attending are safely escorted from the premises in the event of evacuation, paying particular care to help children and those with disabilities.

If a fire is discovered

If you discover or suspect a fire, you must raise the alarm by shouting "Fire!"

Evacuation of premises

In the event of a fire or other life-threatening incident, occupants will evacuate via the nearest available exit. Particular attention must be given to the safe evacuation of anyone with disabilities or specific needs, and who may require varying degrees of assistance.

Evacuation should take place in an urgent but orderly manner, and those leaving the building should report to the assembly point in the car park, where a roll call will be carried out by the organiser to ensure that everyone has evacuated the building safely.

It will be the task of the person responsible for the hall at the time to ensure that the premises are checked as thoroughly as possible to ensure that no-one is left inside the building, special attention being given to the toilets.

Calling and liaising with the fire service

Upon hearing the fire alarm, the responsible person will alert the fire service by dialling 999 when outside the hall. It is not safe to do so within the premises, this will be done outside by mobile phone. Upon arrival of the fire service, the responsible person will meet with the officer in charge and relay as much information about the incident as possible including;

- Persons missing or trapped in the building, where and when they were last seen
- Where the fire is, what it involves and how big
- Where the building services are and whether they have been isolated
- Any special hazards in the building which may affect the safety of the personnel
- Any other information that is considered useful.

Remember that once evacuation has taken place, the senior fire officer will be the person who decides whether or when it is safe for people to re-enter the building.

Fire fighting

If a fire is discovered in its early stages, it may be appropriate to tackle it with the nearest suitable fire extinguisher, only if it is considered safe to do so and only after the alarm has been raised. If it is not possible to extinguish the fire, every effort should be made to contain it to the room or area of origin. Regardless of whether the fire has been extinguished or not, the fire service must be called, and people must not re-enter the building until the senior fire officer has deemed it safe to do so.