

## **Galgate Recreation Rooms Hire Terms and Conditions**

1. The Hirer will indemnify Ellel Parish Council against all direct and indirect loss, damage, claims, expenses, and liability however incurred as a result of this Hiring Agreement and the hiring of Galgate Recreation Rooms
2. No sub-letting or transfer of the Hirer's booking is permitted.
3. Payments are to be made to the Parish Council in accordance with the invoice as prepared for the booking.
4. The Hirer shall have use of the facility booked for the period stated at the time of booking. This includes any setup and clearing up times. If the Hirer does not vacate the premises within 15 (fifteen) minutes of the end of the booking period, a charge of:  
1 (one) hour's hire will become due.  
2 (Two) responsible adults aged 21 years or older must be on the premises and in charge during the period of hire.
5. Hirers should be aware that there may be other users on the premises at the same time as their hire period.
6. Hirers must not cause any inconvenience to any other users of the Galgate Recreation Rooms or access the centre outside of their allotted pre-booked sessions. If access is required outside of the allotted sessions, please contact us to arrange this.
7. Hirers are asked to be considerate at all times, with regard to noise and parking. Excess noise and disturbance will result in future bookings being denied.
8. Unless agreed otherwise, equipment and furniture may only be used within the building.
9. Hirers must leave Galgate Recreation Rooms clean and tidy with all equipment and furniture stored away in the manner the rooms were found, with floors swept and moped. The Hirer is liable for the cost of additional cleaning should this be necessary and will pay this in full on-demand.
10. Hirers should familiarise themselves with the position of fire exits and safety equipment. Fire exits must not be obstructed in any manner and fire-fighting equipment shall be used only for intended purposes..
11. Hirers are required to provide their own first aid kit.
12. Goods belonging to the Hirer may only be left at Galgate Recreation Rooms with prior approval and at the owner's risk. Anything left on the premises after the hire period without prior agreement may be disposed of without notice to the Hirer. Users must not use unallocated storage space or overfill allocated space.
13. Ellel Parish Council will not be liable for loss or damage to the Hirer's own equipment.
14. The Hirer shall not use Galgate Recreation Rooms for any unlawful purpose.
15. The Hirer shall not use Galgate Recreation Rooms as their postal address without prior approval.

16. No betting, gaming or lotteries shall take place at Galgate Recreation Rooms except insofar as allowed by law under the terms of any licence or certificate that the Hirer obtains prior to booking.
17. No intoxicating liquids are permitted to be bought, sold or consumed at Galgate Recreation Rooms without the prior written approval of Ellel Parish Council and all relevant licences.
18. The Hirer shall notify Ellel Parish Council in writing at the time of booking if an alcohol licence is to be applied for.
19. The Hirer shall ensure compliance with all the relevant legislation, orders, regulations, insurance conditions and licences including but not limited to those relating to music, singing, dancing and the sale and supply of intoxicating liquids. All relevant certificates and licences must be displayed at all times during the event. Failure to display such documentation will result in the event being cancelled.
20. No advertising or publicity material may be displayed inside or outside Galgate Recreation Rooms without prior approval.
21. The Hirer may not make any alterations or additions to Galgate Recreation Rooms.
22. Ellel Parish Council reserves the right to close the premises at any time for emergency or periodic maintenance and also when the premises are required for public elections or similar events and in such circumstances may cancel any booking and return the deposit without incurring further liability to the Hire.
23. Ellel Parish Council reserves the right to cancel or terminate any booking either before or during the Hire Period if the Hirer breaks any of the Terms and Conditions of hire.
24. Ellel Parish Council reserves the right to cancel or refuse any booking at its discretion and to amend the Terms and Conditions of Hire at any time without prior notice.
25. This Hiring Agreement does not create an exclusive right to occupy any part of Galgate Recreation Rooms.
26. Ellel Parish Council reserves a right of access to the premises at all times.
27. Ellel Parish Council reserves the right to exclude any person from the premises and the Hirer agrees to provide such support and assistance as is reasonably required.

Ellel Parish Council accepts no liability to the Hirer in any circumstances whatsoever, other than for personal injury or death. In the event that, despite this exclusion of liability, Ellel Parish Council is liable to the Hirer, the amount of such liability shall not exceed the amount paid by the Hirer to Galgate Recreation Rooms.

# Evacuation Procedure

EMERGENCY EVACUATION PROCEDURE IN THE EVENT OF FIRE OR OTHER EMERGENCY

\*\*\*Fire Assembly Point is to the rear of Ellet Village Hall

## **IF YOU DISCOVER A FIRE:**

1. SOUND THE ALARM BY PRESSING A FIRE CALL POINT.
2. IMMEDIATELY GO TO FULL EVACUATION PROCEDURES.
3. DIAL 999 FOR FIRE SERVICE.
4. ALL PRESENT TO LEAVE BUILDING AND MEET ON ASSEMBLY AREA AND START RECORDING THOSE ASSEMBLED.
5. IF POSSIBLE SWEEP/CHECK OF ALL ROOMS AND TOILETS – DO NOT ENDANGER YOURSELF.
6. ONLY ATTEMPT TO EXTINGUISH THE FIRE USING THE FIRE APPLIANCES PROVIDED IF IT IS CONSIDERED SAFE TO DO SO.

## **IF YOU HEAR THE FIRE ALARM**

1. LEAVE THE BUILDING BY THE NEAREST FIRE EXIT.
2. CLOSE ALL DOORS BEHIND YOU.
3. REPORT TO PERSON IN CHARGE AT ASSEMBLY POINT.
4. DO NOT STOP TO COLLECT BELONGINGS.
5. DO NOT TAKE RISKS – JUST GET OUT