

Hindolveston Millennium Pavilion Hiring Agreement

Conditions of hire. As hirer:

1. You are responsible for care of the premises and behavior of all persons.
2. You are responsible for having a mobile phone to use in an emergency. See *What do to in an Emergency for Temporary Responsible Person* (below).
3. You are responsible for all parking arrangements.
4. You shall not use the premise for other than what it has been booked for.
5. You agree to comply with fire authority, local authority and magistrate's regulations.
6. You shall follow all relevant food hygiene regulations.
7. Any electrical equipment brought on site must be safe and in good working order.
8. The cost of repair for any damage, however small, shall be met by you.
9. You will ensure that noise is kept to a minimum, particularly when leaving late.
10. The premises must be left in a tidy and clean state. The doors must be locked and all rubbish taken away with you.
11. Data Protection: for full privacy statement see website <https://hindolvestonparishcouncil.norfolkparishes.gov.uk/> . We will always treat your personal information with great care. The period for which your personal data will be stored is seven years (because of the financial aspect of the agreement). We will never share your information with anyone else. As a data subject you have detailed rights including: right of access to your own personal data, right of correction, erasure and to object to processing and the right to lodge a complaint with the Information Commissioner (the ICO).

Hiring fees

Hindolveston residents £3.50 per hour / £21 per day

Non-residents £4.00 per hour / £27 per day

A refundable deposit of £80 is required at the time of booking to cover damage, any additional cleaning and the non-return of the key.

Hirer's agreement

This is made between the hirer and Hindolveston Recreation Ground Committee

Date	
Name of booking clerk	
Address	
Telephone number	
Name of hirer	
Address	
Telephone number	
Purpose of hire	
Hours required and amount paid	
Deposit paid	
Deposit returned and date	

Confirmation of agreement

The hirer understands and agrees to the conditions as set out above

Signed (hirer).....Date.....

Signed (on behalf of the committee).....Date.....

Hindolveston Millennium Pavilion Hiring Agreement

Emergency Plan for Temporary Responsible Person

You must bring a working mobile phone with you

In the event of a fire dial 999

Premises address / location

The Millennium Pavilion, Recreation Ground, The Street, Hindolveston, Dereham NR20 5DG

Fire extinguishers

- **Foam extinguisher** and **CO2 extinguisher** located between the kitchen door and the gents toilet door (approx. two metres from the exit door)
- **Fire blanket** mounted **in the kitchen**

Management / contact

- Bookings officer & key holder: Rosie & Trevor Leeder 01263 861226
cllr.trevorleeder@gmail.com ; 91 The Street, Hindolveston, NR20 5DD
- The Clerk, Hindolveston Parish Council, Little Manor, Thursford Road, Little Snoring, Fakenham, NR21 0JN Telephone: 01328 822366. Email hindolvestonpc@googlemail.com
Website: <https://hindolvestonparishcouncil.norfolkparishes.gov.uk/>

As the responsible person for an event / function at the Millennium Pavilion, you have legal duties with regards to the safety of those persons assisting and attending the event / function.

Before the event / function you should decide the following:

- The arrangements for fighting fire (and the location of fire extinguishing equipment)
- The arrangements for means of escape for disabled persons
- The duties and identity of helpers who have specific responsibilities if there is a fire
- The arrangements for the safe evacuation of people identified as being especially at risk, such as those with disabilities and children
- Who will be responsible for calling the fire and rescue service and any other necessary services
- Who will meet the fire and rescue service on their arrival and notify them of any special risks e.g. the location of highly flammable materials, people identified as at particular risk
- Your plan to deal with people once they have left the premises, especially children

At the start of the event / function you should notify all those present about the following:

- There is a no-smoking policy in or near of the premises
- In the case of a fire those present will be notified by a shouted command of fire and the order to leave the building
- Location of the exit – the door into /out of the building
- Taking only valuables immediately to hand, but not to go to collect other belongings
- The location of muster point (car park)– and to wait to be ‘counted’
- What will happen after that (e.g. re-entry to the building, going home etc)

During the event or function you should ensure that

- The escape route / exit does not become blocked
- The no-smoking policy is adhered to
- No naked flames or gas appliances are present
- Combustible material is kept clear of heat
- Control of trip hazards
- The room does not become overcrowded
- Noise levels cannot drown out the shout of ‘fire’
- The number of people does not exceed 40.
- Check no one in the toilet in the event of an emergency.

After the emergency

- Submit a report to the Management