

GP3: Standard Conditions of Hire / Use

By proceeding with the hire / use of the premises & facilities you are deemed to accept and abide by the following conditions:

1. The Hirer / User group organiser is responsible for the following:

- Undertaking as appropriate risk assessments of the user's activities and meeting statutory requirements regarding Health & Safety for the Hirer / User group activities.
- Using the Pavilion facilities only to the extent of the hire: Main Room or Youth Room or both.
- Ensure Pavilion exit doors are unlocked as follows:
 - If using the Main room, external doors (3) are unlocked during occupancy to facilitate emergency use as well as main entrance door.
 - If using Youth Room: Main entrance door.
- Ensure the group size is within the room capacity:
 - Main Room: 60 persons for seated activity. For internal / external events where this capacity might be exceeded then at least 2 external doors to be open at all times during the event.
 - Youth Room: 18 persons for seated activity.
- Behaviour of all persons in the hiring group on the premises and surrounding area.
- Limiting noise and nuisance in consideration of neighbours and surrounding properties.
- Compliance with the general conditions of use (4) below and ensuring that no activities take place on the field / car park unless additional hire is agreed with GPFA.
- Compliance with premises license conditions of use - see notice board.
- Any damage caused during the hire / use period.
- Duties as specified on the Emergency evacuation plan (as displayed in the Pavilion).

2. Hirer / User Group Organiser to note and advise the group of the following:

- Emergency evacuation plan & positions of emergency exits.
- Position of fire fighting equipment (indicated on plan).
- Position of first aid kit (indicated on plan).
- Young children are to be supervised by adults responsible for their safety at all times.

3. At the end of the activity / hiring session the Hirer / User group is responsible for ensuring:

- The floors are clean and swept.
- All work surfaces are adequately wiped.
- Toilets are flushed and clean.
- Brushing and washing down external walkways & stairs if they have been soiled.
- Emptying the litter bin within the main room if this is full at the end of the hire period by utilising the waste collection facility in the car park.
- Litter picking all external areas and play area if these have been utilised during the hire period.
- Turning off water taps and checking there is no running water.
- Draining off the boiler over the main kitchen sink if used.
- Closing and **locking** all doors and windows.
- **Switching off all lights.**
- Leaving the pavilion & other facilities in the condition you would wish to find it / them.
- Report to GPFA using maintenance book any equipment which is faulty and take out of use.

IF THE FACILITIES ARE NOT LEFT CLEAN AND TIDY, CLEANING CHARGES WILL BE APPLIED AT THE RATE OF £20 PER HOUR OR PART THEREOF DEPENDING ON THE LENGTH OF ADDITIONAL CLEANER ATTENDANCE REQUIRED

4. General Conditions of Use

- No public parking. No parking on the playing areas.
- No dogs or horses to be brought onto the premises.
- Young children can use the facilities but must be supervised by an adult responsible for their safety.
- Respect any warning notices.
- Do not cross the fence / boundary into the river area.
- Do not store supplies or equipment in the building or premises unless discussed and agreed with GPFA first.

5. Casual use of the facilities

- The external facilities can be used for casual recreation, but you should do so in a responsible manner, comply with general conditions of use (4), and not use the marked playing pitches / cricket square or practice golf. Organised activities should hire use of the facilities.

For Large Event Activities also involving External Facilities - see also Event Guidelines

If you have any doubt about the operation of any Pavilion equipment, heating or lighting then contact the Secretary on 07581434624 and 01433 63021.

Information about the Premises & Facilities:

First Aid Kit

- A First Aid kit is located on the wall in the Pavilion Entrance lobby and on the RH side back wall of the main room kitchen. A further First Aid kit is located on the Tractor shed internal east wall.
- Any accident details to be reported in accident book located at the main room kitchen first aid box.

Defibrillator

- A defibrillator is located externally on the RH side of the main entrance. Follow its instructions for use.

Fire Fighting Equipment

- Sets of Fire Fighting equipment comprising 2 red fire extinguishers, including: 1 water for normal fires and 1 carbon dioxide for flammable liquid & electrical fires are located as follows:
 - One set is located internally at the Pavilion main entrance.
 - One set is in the main room at RH side of kitchen.

Fire Detection Equipment

- Control box located in plant room accessed off store 3.

Keys and Security

- External keys are kept in key safes (one on LH of main entrance and one at SE door to main room).
- Keys for the undercroft, old boiler room and shed outside the main room are in store 3 (RH of entrance door).
- Lock up when you leave.

External Platform Lift

- To be turned on / off using the key fob kept on the keyboard in store 3.
- After powering on, let all lights come on then press the button for action required. Wait until all lights come on before starting the next action.
- After use leave lift high in position then power off using key fob.

Extent of Use

- Main room provided with own kitchen and toilets M&F, use entrance lobby access WC if required for disabled users.
- Youth room provided with mini kitchen to allow limited catering for drinks etc. Use access WC for toilets and give priority to disabled users.

Lighting

- Switch for car park floodlight is in Pavilion main room.
- External & Car Park lights are on a timer.
- Switch for curved path bollard lights is inside main door in entrance lobby.

Furniture

- Tables and chairs are normally stored in Store 1, Store 3 and the Youth Room.
- Tables & chairs may be moved to any position to facilitate your activities but must not block emergency exits and be replaced afterwards. Do not use Pavilion furniture outdoors.
- Additional chairs and tables in the undercroft or tractor shed may be used for external activities.

Hearing Loop

- Fitted in main room. Equipment must be switched on. Main speaker should use wireless mike and users with hearing aids should switch to T setting.

Wi Fi

- Wi Fi is available, wireless network BTB-TQFM7M password: RUA3D4VqXDMAJE

Ventilation

- Main Room air extraction system switch on the wall opposite the entrance to the kitchen area.

Equipment & Supplies

- Cutlery and crockery may be used but afterwards must be returned clean to designated places.
- All breakages or lost utensils must be paid for by the hirer / user.
- The hirer / user must provide all consumables, own tea cloths and food and drink stuffs.
- Do not use other groups supplies.

Cleaning

- Interior cleaning equipment is kept in the plant room adjacent to store 3.
- Additional supplies are kept in the Old Boiler Room. Please keep the room locked due to equipment and substances stored there. Adult access only.
- Exterior sweeping brush & hosepipe are kept in Pavilion undercroft.
- Any comments on facility / equipment problems to be recorded in maintenance / fire safety logbook near first aid kit.