



Gainsborough

TOWN COUNCIL

Terms and Conditions of Hire

These terms and conditions apply for bookings of ***Roses Community Hall, Marshalls Community Hall and Levellings Changing Rooms.***

Definitions

‘**Building**’ shall mean Marshalls Sports Pavilion, Roses Sports Pavilion and Levellings Changing Rooms.

Booking Arrangements

You must fully complete and return a booking form as soon as possible to guarantee your booking but at least 14 days before the date of hire. Depending on the nature of the booking we may allow a shorter period for late bookings.

Advance Payment

You must pay 50 per cent of the hire cost with your booking (non-refundable) and the balance at least 14 days before the date of hire. Failure to do so may result in your booking being cancelled.

Set Up/Clean Up

A 30 minute set up and clean up period is permitted before and after bookings at no additional cost.

Security and Keys (subject to a £50 key deposit being given)

For some bookings we will arrange to open and close the building before and after your booking.

In other cases you will be provided with keys to the building, and instructed how to operate the alarm system, windows and shutters.

You must ensure when leaving the building that all doors, windows and shutters are closed and locked and the alarm re-set. You must also close and lock site entrance gates when you leave the site. If other users are on site when you finish your booking this will not apply however you should inform the other users that you are leaving and that they will be responsible for closing and locking the site.

Keys must be returned to us within 48 hours of your booking unless you are a regular user and have been allocated your own set of keys which must be returned 14 days after your hire period/end of season.



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Alcohol

No alcohol can be sold on the premises unless you have obtained a Temporary Event Notice (TENS) licence or other appropriate licence.

Subletting

You must not sublet the building in any way. If you are found to be subletting the building you may be denied use of the facilities.

Use

The building must not be used for any purpose other than that stated on your booking form.

Cleaning

You must leave the building in a clean and tidy condition. This will include stacking chairs and tables in the appropriate place and ensuring litter is placed in bins provided. If your booking generates significant debris across the floor you must also sweep up after you. Sweeping brushes can be found in the building.

Kitchen

Use of the kitchen is included with your booking. You must ensure that you leave the kitchen in a clean and tidy condition after use. You must ensure that all appliances are fully turned off when you have finished with the kitchen. If you use the fridge you must empty it after use.

If the kitchen is used for food preparation it is your responsibility to ensure the following **must** be observed:

- a) Food must only be prepared in the areas as indicated
- b) All food must be stored correctly.
- c) All surfaces must be thoroughly cleaned and disinfected after use.
- d) If your group wish to produce hot or cold food on a regular basis (e.g. Weekly/monthly luncheon club) you must register with the relevant District Councils food team.

Electrical Equipment

If you bring any electrical equipment onto the premises for use in connection with your booking you must ensure it has a current PAT test certificate.

Damage and Breakages

You will be responsible for the cost of all damage and breakages caused to the building or items within it during your booking. This will not apply to damage or breakages arising from fair wear and tear. You must immediately report to us any damage or breakage.



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Fire Safety

You must familiarise yourself with Fire Evacuation procedures as detailed in the building.

First Aid

Although we endeavour to ensure that a First Aid kit is present in the building (stored in the kitchen), from time to time First Aid kits can go astray and we therefore advise that you have your own First Aid kit.

Regular Users

Regular users must have their own public liability insurance and other insurances relevant to their activities in place.

Regular users who wish to store equipment on site must obtain prior consent from the Council to do so. All items stored on site will be stored at the risk of the user. The Council will not be responsible for such items and will not get involved in any dispute as to unauthorised use of those items by another user.

Regular users who persistently fail to adhere to these Terms and Conditions may have their booking cancelled.

Sports Clubs

All Terms and Conditions stated above shall apply to all Sports Clubs using the Community Hall as part of their booking (*additional charges will apply for the use of the community hall and kitchen*).

Sports Clubs may be subject to different payment terms agreed with the Council.

The following additional Terms and Conditions shall apply to Sports Clubs.

1. Litter

You must ensure that you collect all litter from external areas that accumulates during your use of the site and deposit it in the bins provided.

2. Changing Rooms

You must leave changing rooms in a clean and tidy condition after use. This includes ensuring that litter and mud are swept up and deposited in bins provided.

3. Showers

You must turn off showers after use.



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4. Equipment

Sports equipment stored in the building is left entirely at your risk.

5. Hallways and Doorways

You must not leave sports equipment or any obstacles in hallways and doorways so as to cause a trip hazard and fire hazard. All items must be neatly stored away in the storage space provided.

6. Fixtures

You must provide us with a copy of your home fixtures as soon as practically possible before the start of your season. Any changes to fixtures must be notified to us at least 7 days before the change. We will endeavour to ensure that pitches are available for any changed fixtures but can offer no guarantees. Failure to notify us of any changes may lead to a clash of bookings and the first party booking will take priority.

7. Football and Cricket Boots

In no circumstances should football boots be cleaned in the building, showers or banged against external walls of the building to remove mud.

8. Other Users

You are asked to respect other users and neighbours of the site, particularly using appropriate language around children and parents. Failure to do so may result in suspension of your booking.

Additional Conditions for Key Holders

You must:

1. Not take copies of any keys
2. Not pass your keys to any other person or group without the Councils consent
3. Notify us immediately if keys are lost

You will be responsible for the cost of changing locks and new keys being cut if you lose your keys.



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Safeguarding

It is your responsibility to ensure that your staff and volunteers have the correct Disclosure and Barring checks through the Disclosure and Barring Service (DBS) and we reserve the right to request evidence of this if we see fit. Below is the DBS eligibility criteria classed as regulated activity and applicable for anyone that has contact with children and vulnerable adults, for your reference:

Children and young people:

The new definition of regulated activity (i.e. work that a barred person must not do) in relation to children comprises, in summary:

(i) unsupervised activities: teach, train, instruct, care for or supervise children or provide advice/guidance on well-being, or drive a vehicle only for children;

(ii) work for a limited range of establishments (‘specified places’) with

Opportunity for contact: e.g. schools, children’s homes, childcare premises.

Not work by supervised volunteers;

Regularly means carried out by the same person frequently (once a week or more often), or on 4 or more days in a 30-day period, or overnight.

Vulnerable Adults:

Healthcare: if you or a member of your staff, or volunteer, are a regulated health care professional or are acting under the direction or supervision of one, for example doctors, nurses health care assistants and physiotherapists.

Personal care: provide assistance with washing and dressing, eating, drinking and toileting or teaching someone to do one of these tasks.

Social work: provision by a social care worker or social work which is required in connection with any health services or social services.

Provide assistance with a person’s cash, bills or shopping because of their age, illness or disability.

Provide assistance with the conduct of an adult’s own affairs, for example, lasting or enduring powers of attorney, or deputies appointed under the Mental Health Act.

Conveying: conveying adults for reasons of age, illness or disability to, from or between places where they receive healthcare, personal care or social work..

This would not include friends or family or taxi drivers.



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There is no longer a requirement to do activities a certain number of times before a person is engage in regulated activity.