

CHEDDAR PARISH COUNCIL

Hannah More Cottage – Booking Form

With this Application Form are the Conditions of Hire which must be read and agreed by the person responsible for the hire and the rental charges. (Please see overleaf)

THIS AGREEMENT is made on 2015 between Cheddar Parish Council and the Hirer named below whereby in consideration of the sums mentioned in para 3 below:

A. Cheddar Parish Council agrees to permit the use of Hannah More Cottage for the purposes, periods and at the fee described below:

1. Purpose of Hiring:

2. Period of hiring: Date:

(For a block booking please indicate days of week/month booking is required for)

Hours from:

3. Hiring fee:

(If necessary please refer to the Clerk for current rates of hire)

B. THE HIRER agrees to observe and perform the provisions contained in the Conditions of Hire for the time being in force.

Name of individual hirer or organisations representative:

Address:

Telephone:

Email:

Signed: Date: 2015

(The above name/address will be used for invoicing unless alternative details are provided)

Please return this completed form to The Clerk, Cheddar Parish Council, The Parish Hall, Church Street, Cheddar BS27 3RA.

If you require any further information on the Hire of Hannah More Cottage please telephone the Clerk on 01934 743217.

Hannah More Cottage – Conditions of Hire

Hannah More Cottage (hereafter known as The Cottage) is owned & managed by Cheddar Parish Council.

1. Use of the Cottage

Use of The Cottage is subject to the following rules and, in the case of hirers, to certain standard conditions incorporated in the hiring agreement.

2. Equal Opportunities

The Cottage shall be open to all members of the community regardless of race, gender, sexual orientation, age, disability, religious or political beliefs or marital status.

3. Applying to use the centre

- (a) Application for use of The Cottage shall be made to the Clerk to Cheddar Parish Council.
- (b) The right to refuse any application for the use of the Cottage facilities is reserved by the Clerk provided the Clerk reports his/her action to the next meeting of the Council.
- (c) All arrangements for the use of the Cottage facilities are subject to the Council reserving the right to cancel bookings when the premises are rendered unfit for the intended use.

4. Hours of opening

Facilities at The Cottage are normally available for use between the hours 9.00am & 10.00pm. In exceptional cases these hours may be extended on application to the Council.

5. Maximum Capacity

The Centre hall has a maximum capacity of 50 (30 seated) and on no account shall these figures be exceeded.

6. Health and Safety Requirements

- (a) **It is the responsibility of hirer of the facilities to carry out and record own safety risk assessments and emergency evacuation practices.**
- (b) Obstructions must not be placed in the gangways or exits, nor in front of the emergency exits which must be immediately available for free public egress.
- (c) Fire fighting equipment shall be kept in its proper place and only used for its intended purpose.
- (d) The fire brigade shall be called to any outbreak of fire.
- (e) Highly flammable substances shall not be brought into or used in any part of the building.
- (f) The use of deep fat fryers is strictly not permitted.
- (g) No unauthorised heating appliances shall be used on the premises.
- (h) The First Aid box shall be readily available to all users of the premises and is located in the Kitchen.
- (i) All electrical equipment brought onto the premises shall comply with the current Electricity at Work Regulations.

7. Supervision

The hirer or person in charge of the activity shall not be under 18 years of age and shall be on the premises for the entire period of the hire or duration of the activity.

8. Premises Licence

The Cottage does not have a Premises Licence and no licensable activity should be carried out on any part of the premises without the express permission in writing of the Parish Council through whom any licensing application should be submitted.

Licensable activities include (but are not limited to): Performance of a play (including pantomimes), Showing of films (including videos), Live music, Recorded music, Performance of dance, Indoor sporting event (in front of an audience), Boxing or Wrestling entertainment, Supply of alcohol.

9. Storage

The permission of the Council must be obtained before goods or equipment are left or stored at the Cottage.

10. Loss of Property

The Council cannot accept responsibility for damage to or loss or theft of hirer's property and effects.

11. Car Parking

Cars shall not be parked so as to cause an obstruction at the entrance to or exit from the Cottage.

12. Nuisance

- (a) Litter shall not be left in or about The Cottage premises.
- (b) Except in the case of guide dogs for the blind, dogs shall not be admitted to The Cottage.
- (c) **Hirers are responsible for ensuring that the noise level of their function is not such as to interfere with or cause inconvenience to the occupiers of nearby houses and property.**

13. Cleaning and Security

All use of the Cottage premises and facilities is subject to the users or hirers accepting responsibility for returning furniture and equipment to their original position and for securing doors and windows of the premises as directed by the Clerk to the Council. All hirers shall leave the premises and surrounds in a clean and tidy condition and **should remove all their waste/rubbish from the premises for disposal by their own means.**

14. Smoking

There is no smoking allowed at The Cottage or in The Cottage gardens.