



CHEDDAR PARISH COUNCIL

HANNAH MORE COTTAGE & GARDENS

Conditions of Hire

1. "The Facilities" means the Cottage and Garden and/or the equipment/furniture/cutlery etc., belonging to Cheddar Parish Council (The Council) that the Hirer has booked for the hire.
2. The person signing the application form shall be deemed to be the "Hirer" and must be over 18 years of age.
3. The Hirer must provide a clear statement of the purpose of the hire on the booking form.
4. Payment of the hire charge must be made in full 7 days prior to the event if practicable. Should event times change, or additional costs be incurred a further invoice will be raised once the event has taken place.
5. The Hirer shall be liable for any loss or damage to any property arising out of the hire or any loss, damage or injury to any person or persons using the facilities during the hiring and the hire and the Hirer indemnifies the Council against any such loss, damage or injury.
6. The Hirer and their supervisors are responsible for ensuring a fully charged mobile phone is available throughout the hire for use in an emergency.
7. The Hirer is responsible for ensuring that the numbers of people using the cottage is never more than permitted as 50 (30 seated) and on no account shall these figures be exceeded.
8. The Hirer is responsible for ensuring everything is left clean and tidy with all rubbish removed, all equipment returned tidily to their storage positions, all lights turned off and no taps are left running. The Hirer is liable for a surcharge if the Cottage or Gardens are left in a dirty condition.
9. On departure all fire exit doors and windows are shut and the Facilities locked as directed by the Council office.
10. No alcohol may be supplied or consumed on site without the written authority of the Council.
11. The Cottage does not have a premises licence and no licensable activity should be carried out on any part of the Facilities without the express written permission of the Council and any required Temporary Event Notices.
12. It is the Hirer's responsibility to hold a safeguarding policy where applicable.
13. Whilst the Council will take every care to ensure that the facilities are available as booked it reserves the right to amend or cancel bookings due to unforeseen circumstances or due to the unsuitability of the Hirer or the event.

14. Fire exits must be kept clear at all times.
15. The Emergency Action Plan (Appendix) is posted on the entrance noticeboard and must be strictly adhered to. It is the Hirer's responsibility to ensure all guests are made aware of the fire prevention and protective fire measures provided at the start of the event.
16. Dogs on a lead or harness shall be permitted in the building.
17. Hirers must be aware of the level of noise generated during the event. Noise levels should be kept to a reasonable level such that no nuisance is caused in the surrounding area and there are no health risks to people attending the event.
18. The Cottage is insured against any legal liability for any loss or damage arising out of the use of the building and its grounds. The Council's public liability does not cover any activities organised by:
 - Any Hirer who is part of an umbrella organisation with its own public liability insurance
 - Any Hirer who is a commercial hirerSuch Hirers must have public liability insurance of not less than £2 million under an insurance policy, and the Hirer must produce a copy of the policy to the Clerk or Assistant Clerk before such event.
19. The Hirer must report all accidents involving injury to the public to the Clerk of the Council as soon as possible. Certain types of injury must be reported on a special form, available from the Clerk.
20. A first aid box is located in the kitchen, any use of the first aid box must be reported to the Clerk.
21. No alterations or additions may be made to the Facilities and no fixtures are to be installed nor placards, decorations or other articles be attached in any way to any part of the Facilities without the prior written permission of the Council and the Hirer must make good to the Council's satisfaction any damage caused to the Facilities by the removal of any alteration, fixture or fitting.
22. For regular bookings, the Council reserves the right to give notice that specific dates otherwise considered booked will not be available.
23. The Hirer must notify a cancellation to the Assistant Clerk or Clerk of the Council. If the Council cannot obtain a replacement booking, the Council reserves the right for payment of fees and may withhold any part of deposits and hire charge already paid.
24. All events must finish by 10.00pm, or where an extension is required, by written authority from the Council.
25. Car parking for Hirers and guests is not the responsibility of the Council. The Council does not take responsibility for loss of damage to vehicles.
26. There is no smoking or vaping allowed in the Cottage.

27. The permission of the Council must be obtained in writing before goods and equipment are left stored at the Cottage.
28. The Council requests that all users, wherever possible, refrain from using single-use plastics to meet the commitment of Plastic Free Cheddar status.

Terms of use of Kitchen:

29. After using the kitchen all debris and food waste must be removed. No food is to be left in the cupboards or refrigerators for future use. The kitchen must be left in a clean, tidy and hygienic condition.
30. Food must be stored safely and correctly.
31. No deep fat frying equipment shall be permitted anywhere in the Cottage.
32. No cooking is permitted other than in the kitchen area when pre-booked.
33. Please note cooking containers must be compatible with an induction hob.

Surcharges

Rates will be applied as follows:

Cleaning £40.00

Loss of hire: £25.50

Fire and Emergency Evacuation

Premises: **Hannah More Cottage**
Lower North Street
Cheddar
BS27 3HE

In the event of an emergency dial 999

IF YOU DISCOVER A FIRE:



Operate the nearest fire alarm call point.

The HIRER should call the emergency services.

Only if it is safe to do so, contain the fire with the fire fighting equipment provided:

Foam – use on flammable liquids, organic materials (paper, textiles etc)

CO₂ – use on flammable liquids (petrol, diesel, paint), electrical equipment

Fire blanket – use in kitchen to contain small fires

Leave the building immediately if you cannot control the fire or your escape route is threatened and report to the assembly point.

ON HEARING THE ALARM:

The fire alarm is a **VERBAL INSTRUCTION**



Immediately vacate the premises by the nearest available exit

Do not stop to collect items e.g. clothing, phones etc

Vulnerable persons will be escorted by persons designated by the HIRER.



Go to assembly point

Report to the HIRER.

The **assembly point** is located: **HANNAH MORE PARK**



Do not re-enter the building to collect personal belongings.

Do not re-enter the building until told to do so by the HIRER*

LIAISING WITH EMERGENCY SERVICES

The **HIRER** will meet and liaise with the emergency services and any other relevant parties, giving them pertinent information related to the emergency situation, such as location and details of emergency, location and presence of hazardous and flammable materials, head count statistics, etc.

*Local Fire Brigade to give the 'all clear' before personnel return to the affected area.