

CONDITIONS OF HIRE AND HEALTH AND SAFETY FOR THE COLMAN REDLAND CENTRE CASUAL HIRE

PLEASE FULLY READ THIS DOCUMENT AND ENSURE YOU TAKE THE ATTACHED APPENDICES TO THE COLMAN REDLAND CENTRE WHEN HIRING THIS VENUE

If the Hirer is in any doubt as to the meaning of these conditions, the Booking's Secretary should immediately be consulted.

THE COLMAN REDLAND CENTRE IS A **NON-SMOKING** VENUE.

The Hirer, not being a person under 21 years of age, hereby accepts responsibility for overseeing the premises when the public are present, and for ensuring that the supervision of the premises is always in compliance with every Condition of Hire.

The Hirer shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub hire the premises or allow the premises to be used for any unlawful purpose or in any unlawful way, nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof.

External agencies, Individuals and/or Speakers (including 3rd party speakers) must be advised at the time of booking so the Colman Institute may positively vet them. Extremism and Terrorism will not be tolerated at the Colman Redland Centre

A visual risk assessment of this venue must be carried out prior to use, to check the area is safe for hire. If the HIRER is concerned about any aspect of the venue, the Secretary should be consulted and if unsafe, the hall should not be used.

SUPERVISION:

The Hirer shall, during the period of the hiring, be responsible for supervision of the premises, the fabric and the contents; their care, safety from damage however slight and the behaviour of all persons using the premises whatever their capacity; including proper supervision of car parking arrangements to avoid obstruction of the highway. The hirer is also responsible for supervising entertainers or the providers of other services engaged during their activity, for example, a caterer.

ALL ROOMS:

Blue tack/cellotape or suchlike products may NOT be used to affix things to the walls or infrastructure. No liquids or resins are to be used on the wooden floors and any spillages should be cleaned up immediately.

Tap shoes are not permitted in the JNA Hall.

Fairy liquid and detox surface cleaner are provided for use when hiring the Colman Redland Centre. First aid information for these products can be found in the COSH H sheets in both food preparation rooms.

The oven in the large food preparation area was gifted to the Colman Redland Centre for use by the Brownie & Guide groups only.

Hire that involves an element of risk of injury, for example, soft play equipment or activity classes, must have a qualified first aider at the Colman Redland Centre when hiring the venue. A first aid box is available in the main foyer area and in the large food preparation area. An accident book for recording accidents is available in the first aid kit in the foyer. You MUST advise the Secretary of any accidents or incidents via phone whether serious or if not, or via email: secretary@colmanredlandcentre.org.uk

CAPACITY:

The number of people on the premises shall not exceed the following and this must be reduced if the

activity involves rapid movement; Colman Hall 120, JNA Hall 60, Meeting Room 20, Redland Hall 30.

THE MEETING ROOM:

If using the white board, please note that only white board pens are to be used, and the hirer must supply their own. Any damage to the white board will result in the security deposit being held.

We supply a footstool in this room to enable safe opening of the windows if required. Please use safely and ensure the stool is not removed from the room and is stored safely.

NOISE:

The Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. The Hirer shall be responsible for ensuring that the level of noise generated during the hire is at a level in accordance with the Noise Abatement Act so as not to cause any annoyance to the community or to give reason for complaints from local residents.

SAFEGUARDING CHILDREN, YOUNG PEOPLE, AND ADULTS AT RISK:

You must ensure that any activities for children, young people and adults at risk are only provided by fit and proper persons in accordance with the Children Act 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, you must provide us with a copy of your Safeguarding Policy or agree to adhere to the document on our website titled 'Safeguarding for one-off hirers WITH children or adults at risk and provide evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS), where needed. All reasonable steps must be taken to prevent harm, and to respond appropriately when harm does occur and to provide adequate supervision. Relevant concerns must be reported.

If you do not have children or adults at risk please adhere to the document titled 'Safeguarding for hirers without children or adults at risk' since there may be other groups hiring at the same time as you who have vulnerable people in their group.

PUBLIC SAFETY COMPLIANCE:

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, and the Local Magistrates' Court or otherwise, particularly relating to any event which includes public dancing or music or other similar public entertainment or stage plays. **All FIRE EXITS MUST BE KEPT CLEAR at all times.** Furthermore, do not block firefighting equipment.

OUR GAS SUPPLY SHOULD SHUT OFF AUTOMATICALLY IF THERE IS A GAS LEAK, BUT IN THE UNLIKELY EVENT THAT IT DOESN'T, THE PROCEDURE FOR DEALING WITH AN REPORTING GAS LEAKS CAN BE FOUND IN APPENDIX B.

CAR PARK:

If you hold a children's activity group or party, please make sure a parent/guardian accompanies the child into and out of the Centre for safety reasons, in particular, the danger of multiple vehicles coming into and going out of the Centre.

Be aware that the ground surface in our car park is uneven in places Wear sensible shoes when using the car park and use a torch at night. In poor/icy conditions, sensible shoes should be worn as surfaces could be slippery.

The HIRER is responsible for providing marshals in high visibility vests for big events. The Colman Institute has high vis vests for your use. Please ask the Bookings Secretary when you hire this venue.

Cars must not be parked on the grassed areas.

ELECTRICAL APPLIANCE SAFETY:

The Hirer shall ensure that any electrical appliances brought by them or by members of their party to the

premises and used there, shall be PAT tested and in safe/good working order. PAT test certificates may be requested.

The Hirer must NOT bring any faulty equipment into the Colman Redland Community Centre. Mobile phone/tablet chargers if used (and comply with the PAT test rules), must NOT be used on devices that are fully charged and chargers must be unplugged when not in use and/or when the item is fully charged.

EXPLOSIVES AND FLAMMABLE SUBSTANCES:

Highly flammable substances shall not be brought into or used in any area of the premises. **FIREWORKS ARE NOT ALLOWED AT THE COLMAN REDLAND CENTRE.**

If written consent has been given for the use of decorations, internal decorations of a combustible nature (e.g. polystyrene, cotton wool) should NOT be used.

No unauthorised heating appliances shall be used on the premises when open to the public without the prior consent of the management committee. **Portable Liquefied Propane Gas (LPG) heating appliances shall not be used under any circumstances.**

No dry ice/smoke machines or candles (except candles briefly lit on a birthday cake) are to be used because they will set off the fire alarm. If the alarms are activated due to these machines, there will be a £20 fee to cover the callout out to turn off and reset. NB: Please be advised, it may take up to 30 minutes to have someone attend and turn off an alarm that has been triggered.

INSURANCE and INDEMNITY:

The grassed areas are NOT included in the hire of the hall(s) and are private property. You are liable for:

- (i) (a) costs arising from accidental and malicious loss or damage and for loss or damage arising out of your negligence to any part of the premises including its curtilage or its contents
 - (b) costs arising from accidental and malicious loss or damage and for loss or damage arising out of your negligence done to our WiFi service (if any)
 - (c) all claims, losses, damages, and costs made against or incurred by us, our employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of your use of the premises (including the storage of equipment) and your use of our WiFi service (if any)
 - (d) all claims, losses, damages and costs made against or incurred by us as a result of any nuisance caused to a third party as a result of your use of the premises and/or the use of our WiFi service (if any), and subject to sub-clause (ii), you must indemnify us against such liabilities.
- (ii) We will take out adequate insurance to insure the liabilities described in sub-clauses (i)(a) and (b) above and may, in our discretion and in the case of non-commercial hirers, insure the liabilities described in sub-clauses (i)(c) and (d) above. We will claim on our insurance for any liability you incur but you must indemnify us against:
- (a) any insurance excess incurred and
 - (b) the difference between the amount of the liability and the monies we receive under the insurance policy.
- (iii) Where we do not insure the liabilities described in sub-clauses (i)(c) and (d) above, you must take out adequate insurance to insure such liability and on demand must produce the policy and current receipt or other evidence of cover to our Hall Secretary. If you fail to produce such policy and evidence of cover, we will cancel this Agreement and re-hire the premises to another hirer.
- We are insured against any claims arising out of our own negligence.

ANIMALS:

The Hirer shall ensure that no animals (including, birds) except guide dogs are brought into the premises, other than for a special event agreed to by the Colman Redland Centre.

LICENCES:

The Hirer shall be responsible for obtaining such licenses as required. Alcoholic drinks may be served free of charge but the sale of alcoholic drinks is prohibited unless permission is sought from the Colman Redland Centre AND an occasional Licence obtained from R&BBC for the buildings in force. No events may be advertised stating the availability of alcoholic drinks for sale without prior permission from the Colman Redland Centre.

Licences may be required for other reasons which will be the responsibility of the hirer.

The Colman Redland Centre holds a PRS (Performing Rights Society) license but hirers using music should have a PPL licence or use PPL free music or no music.

GAMING, BETTING AND LOTTERIES:

The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

FLY POSITNG/LEAFLETING

The Hirer shall not allow unauthorized advertisements for any event taking place at the premises. A noticeboard is in situ at the Centre allowing one A4 leaflet per group for advertising. Fliers should not be left at the premises without consent.

SALE OF GOODS:

The Hirer shall, if selling goods on the premises, comply with Fair-trading Laws and any code of practice used in connection with such sales. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organizer's name and address and that any discounts offered are based only on Manufacturers' Recommended Retail Prices.

TABLES AND CHAIRS:

The halls have tables and chairs for your use, please only use those ones designated to the hall you are hiring, unless otherwise agreed. Kindly contact the Booking Secretary to request any extra so that availability can be checked. **Please thoroughly clean the tables after use.**

THE LARGE TABLE TROLLEY IN THE FOYER MUST NOT BE MOVED AND THE SAFETY BELT ON BOTH TROLLIES MUST BE IN PLACE AT ALL TIMES. DO NOT STAND ON TABLES OR CHAIRS.

Colman hall: 10 large tables (6'x1.5'), 1 in the hall and 9 stacked securely on the large table trolley in the foyer, approx 72 chairs.

JNA hall: 8 tables (5'x 1.5'), 1 in the hall, 6 stacked on small table trolley in foyer, 2 more tables available on large table trolley in foyer, approx 45 chairs.

Meeting Room: 1 small table and 20 chairs.

Please report any damaged tables or chairs to, secretary@colmanredlandcentre.org.uk

STORED EQUIPMENT:

The Colman Redland Centre accepts no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring and returned to its original location or fees will be charged for each day or part of a day at the hire fee per hiring until the same is removed.

NO ALTERATION:

No alterations or additions may be made to the premises nor may any fixtures be installed, or placards, decorations or other articles be attached in any way to any part of the premises without the prior written approval of the Bookings Secretary.

The Colman Institute always reserves the right of entry by its duly authorized officers.

CANCELLATION:

If the Hirer wishes to cancel the booking before the date of the event and the Colman Redland Centre is unable to conclude a replacement booking, provided there is at least one month's notice a 50% (of the cost of the hall hire) cancellation fee will be charged, if less than 1 month a 100% cancellation fee will be charged.

The Colman Redland Centre reserves the right to cancel in the event of:

- The premises are required for use as a Polling Station for a Parliamentary or Local Government election or by-election.
- The Colman Redland Centre Management Committee reasonably consider that (i) such hiring could lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (ii) unlawful or unsuitable activities will take place at the premises because of this hiring.
- The premises become unfit for the use intended by the Hirer.
- Necessary or emergency maintenance work needs to occur.

END OF HIRE:

The Hirer shall be responsible for leaving the premises and surrounding area in a **clean and tidy condition. The premises must be tidied and swept clean at the end of each hire, the hall thus being returned in the same state as received.** The wood floors should be kept as dry as possible and must not be washed although spillages would need to be cleared with a damp mop. All rubbish sacks used must be tied and helium cylinders and other waste **MUST** be taken home; a charge will be made for the disposal of any or anything left on site.

The property must be locked via the keypad and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise the Colman Redland Centre shall be at liberty to make an additional charge.

If you have used the barrier, the key and padlock must be returned as before. Failure to do so will result in the full loss of your deposit.

March 2022

APPENDIX A

A visual risk assessment of this venue MUST be carried out BY YOU, prior to use, to check the area is safe for hire. Fire exits and escape routes must be clear. If any equipment is unsafe, DO NOT use it and advise the Secretary as soon as possible.

Contact telephone numbers: Tracey James, Secretary: 07890 810118

Sara Sutton, Bookings Secretary: 07850 280569

Chairperson: 07912 185588

HEALTH AND HYGIENE:

The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.

SAFETY:

The Hirer is responsible for the safety of attendees and must be accountable as follows:

- Know the location of and how to use fire doors (push bars down and out, to open doors), fire equipment and the fire assembly point.
- Ensure attendees know what to do and the location of the fire assembly point in the case of a fire. **The fire assembly point is the small building on the right hand side as you enter this site.**
- Keep doors/fire doors and fire equipment clear from obstruction. Do not wedge fire doors open. Fire doors are marked up with a small sign stating, 'fire door, keep closed'.
- Close all doors if possible, in the event of a fire.
- In advance of entertainment or play, ensure there are no obvious fire hazards on the premises and immediately report any concerns. Ensure your entertainer has risk assessed the site and is aware of emergency procedures.
- Spillages must be cleared up during or prior to use of the hall/room using blue paper or mop provided.
- Do not use any chemicals on our wooden floors.
- Keep items stored safely and ensure there are no trip hazards.
- Store mops and brushes safely after use by the rear Colman hall door.
- Ensure detox is left out of the reach of children in the food preparation areas.
- Store the small steps in the meeting room under the worktop when not in use.
- Store door stops against the wall.
- Advise the management committee of any faults ASAP.

THE LARGE TABLE TROLLEY MUST NOT BE MOVED. ENSURE THAT BOTH TABLE TROLLEY SAFETY STRAPS ARE IN PLACE AT ALL TIMES.

DO NOT STAND ON TABLES OR CHAIRS. Chairs to be stored a maximum of 6 high.

MEETING ROOM HIRERS EMERGENCY ACCESS IN THE EVENT OF A FIRE

There are no external fire exit doors in the meeting room, so the HIRER must be aware of the fire exit doors in all other rooms. In the event of evacuation, if you cannot exit via the main door (door A), access to unlock unoccupied halls is via the green 'emergency door release' beside the door's keypad. Lift the plastic cover and press in the circle to unlock the door. Look for this when you enter the building.

FIRE SAFETY: You, the hirer or person in charge of your group, must act as the fire Marshall for your group. IN THE EVENT OF A FIRE YOU will:

- RAISE THE ALARM via a call point and instruct all persons to leave the building, using the nearest available exits.
 - CALL THE FIRE BRIGADE. The address is The Colman Redland Community Centre, Croydon Rd, Reigate, RH2 0NA.
 - Ensure that, once the hall has been evacuated, all members of your group are present and no one should re-enter the building until the fire brigade have deemed the building safe to re-enter.
 - Report to the Fire Officer upon their arrival and inform him/her of the last known position of anyone missing from your group.
 - Only attempt to extinguish the outbreak using the fire appliances provided if it is safe to do so.
 - **The place to meet, in case of evacuation of the Hall, is at the small concrete building at the entrance to the site. There is a large green sign reading 'fire assembly point'.**
- The HIRER must report the incident to the Secretary, Bookings Secretary or Chairperson.

FIRE EXTINGUISHERS:

Water – For use on food, paper, textile, and solid material fires. DO NOT use on electrical fires.

Powder – Liquid and electrical fires – do not use on metal fires.

Blanket – Food Prep Areas (cooking oil, waste bins) and fabric fires.

CO2 – For use on liquid and electrical fires.

First Aid boxes are located in the foyer (opposite the ladies' toilets) and in the large food preparation area. Eye washing solution is available in the large food prep area if needed. Please advise the Secretary of bookings secretary of any accidents either by telephone (numbers above) or via email if the accident is not serious: secretary@colmanredlandcentre.org.uk or bookings@colmanredlandcentre.org.uk

CALLING AN AMBULANCE:

If required, you will need to have the following information available when you call 999 for an ambulance:

- This location; The Colman Redland Community Centre, Croydon Road, Reigate, RH2 0NA
- Exactly what has happened.

As soon as the ambulance service knows where you are they will start arranging help for you. You will also be asked to give some extra information, including the patient's age, gender and any medical history if known. They will also ask:

- Whether the patient is awake/conscious, breathing and if there is any serious bleeding or chest pain; and
- Details of the injury and how it happened.

Answering these questions will not delay the ambulance, but it will help them give you important first aid advice while their staff are on their way.

- Stay with the patient until help arrives.

- Call the ambulance service back if the patient's condition changes.
- If possible, ask someone to open the doors and signal where the ambulance staff are needed.
- If you can, write down the patient's GP details and collect any medication that they are taking.
- Tell the ambulance service if the patient has any allergies.
- Stay calm—the ambulance staff are there to help. Violence or threatening behaviour aimed at them will not be tolerated and could delay help getting to the patient.

APPENDIX B

The gas should automatically shut off if there is a gas leak. If it doesn't the procedure for dealing with gas leaks is as follows:

- Anyone who smells gas or suspects a gas leak should, where possible, isolate the gas supply using the switch in Colman hall (like a light switch) above heating control panel – 'smartcom3'.
- Extinguish all naked flames and do NOT switch ON or OFF any electrical appliances including lights. If the lights are ON, leave them ON!
- Do not operate mobile phones in the affected area.
- Ventilate the affected area by opening windows and fire exit doors. If the gas cannot be isolated, vacate the building or area.
- Do not re-enter until authorized to do so by either Southern Gas Network or the management of the Colman Redland Centre.
- If the gas smell is outside, close the windows and doors to stop the smell of gas entering the building.
- Now call the National Gas Emergency number 0800 111 999
- The National Gas Emergency call centre will ask for details of the building, (post code RH2 0NA) the location of the smell, your name and contact number. They will then read out the safety advice and ask if you understand.
- Now please call the Secretary and inform them that you have reported a gas leak. Provide details of building and location of smell, your name and contact number.
- A gas engineer will be despatched by the National Gas Emergency call centre with a maximum response time of one hour.