



PRESTWOOD COMMUNITY CENTRE (PCC)

Prestwood Common, Nairdwood Lane, Prestwood, HP16 0QF

Prestwood Community Centre is owned by Great Missenden Parish Council

Use of the Centre

Description and Facilities: The Centre consists of a small hall with easy chairs, tables and stackable plastic chairs as well as a pool and table tennis tables. It has a kitchen with oven, stove, microwave and fridge freezer. Toilet facilities consist of male, female and disabled with baby-changing table. There is also a small office with free Wi-Fi.

TERMS & CONDITIONS OF HIRE

All who use the Prestwood Community Centre (hereafter referred to as the 'Centre'), are subject to the following conditions:

1. Equal Opportunities

The Centre shall be open to all members of the community in compliance with the provisions of the Equality Act 2010.

2. Applying to use the Centre

- a) Application for use of the Centre shall be made to the Parish Council Office.
- b) The right to refuse any application for the use of the Centre facilities is reserved by the Parish Council.
- c) The Parish Council reserves the right to cancel bookings when the premises are required for use as a polling station or are rendered unfit for the intended purpose.
- d) Local groups shall normally have priority use of the facilities.

3. Hours of Opening

Facilities at the Centre are normally available for use between the hours of: 8am to 11pm, seven days per week. In exceptional cases these hours may be extended on application to the Parish Council.

4. Maximum Capacity

The Hall has a maximum capacity of 120 people and on no account shall these figures be exceeded.

5. Safety Requirements

All conditions attached to the granting of the Centre's premises licence shall be strictly observed. Nothing shall be done to endanger the users of the building and the policies of insurance relating to it and its contents. In particular:

- a) Obstructions must not be placed in the gangways or exits, nor in front of the emergency exits (**which must remain closed but not locked during use**). The fire access not be used as a routine access.
- b) The emergency lighting supply is on permanently & must illuminate all exit signs & routes.
- c) Firefighting equipment e.g. fire blankets etc. shall be kept in their proper place and only used for their intended purpose.
- d) Fire extinguishers, if available, must only be used by responsible persons who are properly trained in their use – Evacuation must be the primary concern.

- e) The fire brigade shall be called to any outbreak of fire.
- f) Performances involving danger to the public shall not be held.
- g) Highly flammable substances shall not be brought into or used in any part of the building.
- h) No unauthorised heating appliances shall be used on the premises.
- i) Hot work i.e. welding, soldering, grinding etc. will not be allowed in the centre.
- j) The First Aid box shall be readily available to all users of the premises and will be kept in the kitchen. The accompanying accident report book must be completed after incident.
- k) All electrical equipment brought onto the premises shall comply with the current Electricity at Work Regulations. Each item must be Portable Appliance Tested by a certified electrician and proof of PAT test shown at the time of booking.
- l) There is a No Smoking policy throughout the building and its environs.
- m) Due to the various sensors, helium filled balloons are not allowed in the Centre.
- n) Smoke machines must not be used within the building due to the sensitivity of the fire alarm sensors.
- o) The use of candles in the Centre is not permitted

6. Supervision

The hirer or person in charge of the activity shall not be under 21 years of age and shall be on the premises for the entire period of hire or duration of the activity.

7. Intoxicating Liquor

The Parish Council does not hold a liquor licence for this centre and therefore before liquor is sold on the premises the hirers must supply proof of a temporary liquor licence, (TENS).

8. Storage

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

9. Loss of Property

The Parish Council cannot accept responsibility for damage to or loss or theft of Centre users' property and effects including the car park.

10. Car Parking

There is a dedicated Car Park to the Centre. Drivers are reminded that the car park is situated within a leisure area and that speeds are to be kept to a maximum of 5 mph. Overnight parking is not permitted but in the event that this is unavoidable will be completely at the car owner's/hirer's risk.

11. Nuisance

- a) The Centre holds no facility for left rubbish therefore all rubbish needs to be removed by the hirer and not left on the premises after the event.
- b) Hirers are responsible for ensuring that the noise level of their function is not such as to interfere nor to cause inconvenience for the occupiers of nearby houses & properties.

12. Cleaning & Security/Care of Centre

All use of the Centre premises & facilities is subject to the hirers accepting responsibility for returning furniture / equipment to their original position and for securing doors/windows of the premises as directed by the Parish Council. All hirers shall leave the premises & surrounds in a clean & tidy condition. The fridge/freezer if used should be emptied and cleaned.

No high heel/stiletto heels to be worn in the main hall.

13. Payment

Hirers will be required to pay a refundable Damage Deposit of £100 at the time of booking, however the cost of all damages incurred during the course of the hire period will be met by the hirer.

The hirer & a Parish Council representative will check the room at the start/finish of hire giving the opportunity to raise any concerns regarding the condition of the Centre.

Full payment of Centre hire, including Damage Deposit, must be received at least 10 working days prior to the event / room hire taking place. Failure to pay may result in a declined booking. Cheques to be made payable to 'Great Missenden Parish Council'.

Regular Hirers: Invoices must be paid by the due date otherwise the Parish Council reserve the right to refuse future bookings.

Regular Hirers will not normally be required to pay a refundable Damage Deposit on a hire by hire basis, but instead will leave a refundable deposit with the parish office until the end of the term of their booking.

If a payment made to the Centre, by a hirer, is subsequently declined causing us bank charges. We will seek reimbursement from the hirer concerned for the charge incurred.

The Hirer shall give a minimum of four weeks notice of cancellation otherwise cancellation charges will be made

Less than	1 weeks notice	= 100% of the hiring charge
Less than	2 weeks notice	= 75% of the hiring charge
Less than	3 weeks notice	= 50% of the hiring charge
Less than	4 weeks notice	= 25% of the hiring charge

Once the booking has been accepted, the Centre will endeavour to ensure that your booking goes ahead. However, should an emergency arise to make the Centre unavailable for use, every attempt will be made to ensure the Hirer is informed as early as possible and all monies for the session/s will be refunded in full.

In the event of a Hirer wishing to run two same-day sessions separated by a 1-2 hours break, the hiring will be charged as one inclusive session

14. Additional Safety Measures

All hirers must read & be familiar with the Fire Safety Procedures and Health and Safety Policy.

All hirers must accept responsibility for the safety of their guests/ anyone attending their function. They must identify & assess any potential risk posed. For large events a written risk assessment must be completed & a copy given to Parish Council.

All hirers must accept responsibility for making sure any equipment brought onto the premises conforms to the safety procedures laid down for that equipment. Hirers must also ensure that all equipment has sight of a certificate to prove that it is maintained and checked for safety, on a regular basis. Copies must be given to Parish Council at time of booking.

It is essential that all access routes, fire alarm panic buttons, gangways, exits & emergency exits are kept clear at all times & free from obstruction. Parents / carers with buggies or pushchairs must

ensure that these do not obstruct access to fire alarm panic buttons, gangways, exits & emergency exits.

15. Our PL Insurance Excludes the following events and activities and therefore cannot take place in the Centre

- a) any activity involving the use of or provision of any:
 - i. mechanically driven rides or any activities at speeds exceeding ten miles per hour; or
 - ii. inflatable play equipment including but not limited to bouncy castles, slides and rides; or
 - iii. pyrotechnics, sparklers or any airborne lantern, sky candle or wish lantern; or
 - iv. weapons; or
 - v. sporting or roller skates, blades or boards.
- b) any activity taking place:
 - i. in or on water; or
 - ii. underground; or
 - iii. more than five metres above ground when outside a building or structure or five metres from floor level when inside a building or structure;
- c) aerial activity of any kind including bungee jumping or trampolining
- d) winter sports including but not limited to skiing, ice skating and the use of bobsleighs or skeletons;
- e). any kind of race:
 - i. held on the public highway or where the public highway needs to closed or crossed;
 - ii. with over 250 participants;
 - iii. held over distances exceeding 10,000 metres;
 - iv. crossing water;
 - v. involving children under the age of 16 or the use of bicycles where the route is close to water or the public highway
- f) fell running, any kind of endurance test, strength test, assault or obstacle course which is known to carry a significantly increased risk of bodily injury including but not limited to a marathon, biathlon, triathlon, iron man competition, mountain bike race, weightlifting or commando challenge;
- g) horse riding or any other equestrian activities;
- h) gymnastics or trampolining;
- i) extreme activity including but not limited to mountaineering, rock-climbing or potholing;
- j) any activity that requires the use of guides or ropes (other than tug-of-war);
- k) any contact sport or professional sports of any kind; unless declared to us and agreed by us.
- l) Hot air balloons
- m) Helicopter rides

16. In case of virus' or other transmissible diseases

The hirer is responsible for ensuring those attending your activity or event comply with any government regulations in place while entering and occupying the hall.

Supplemental Terms & Conditions

These conditions are additional to, not a replacement for the hall's ordinary conditions of hire.

The purpose of these measures is to ensure that the Community Centre can operate safely and in a manner that will reduce the risk of exposure and of transmission of any virus. The Community Centre has cleaning services twice a week. Hirers will be responsible for all cleaning before and after their booking.

1. You, the hirer, will be responsible for ensuring those attending your activity or event comply with **government regulations** while entering and occupying the hall, in particular whether face masks are required, and the use of hand sanitiser when entering the hall and after using tissues (please supply your own).
2. You undertake to comply with the actions identified in the hall's risk assessment.
3. The hirer will be responsible for cleaning of surfaces likely to be used during your period of hire before other members of your group or organisation arrive, to keep regularly used surfaces clean during your hire, and to clean them again on leaving. Please pay particular attention to wash hand basins and kitchen sinks (if used). The hirer will be required to use their own domestic cleaning products. Please take care cleaning any electrical equipment. Use cloths – do not spray!
4. The hirer will make sure that everyone likely to attend your activity or event understands that they **MUST NOT DO SO** if they or anyone in their household is unwell in the last 48 hours, and that if they develop symptoms within 10 days of visiting the premises they **MUST** seek an appropriate test.
5. You will keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.
6. You will ensure that the following capacity is observed in order that social distancing can be maintained:-
 - Main Hall – 150 people maximum
 - Committee Room – 30 people maximumYou will encourage people to avoid close contact with those they do not regularly see as far as possible and as far as possible observe measures such as face coverings when using more confined areas. You will ask people to make sure that no more than two people use each suite of toilets at a time.
7. You will take particular care to avoid any persons likely to be clinically extremely vulnerable coming into close contact with other people they do not know, ensuring they can access the toilets or other confined areas without compromising social distancing, and that face coverings are used in their proximity.
8. You are asked to arrange the room as far as possible so as to avoid close contact between people who do not regularly see each other, such as: seating side by side rather than face-to-face, an empty chair between each person or household group, requiring face coverings, good ventilation. If tables are being used for a meeting a wide U-shape is advisable.
9. You must keep a record of the date and time the activity started and the name and contact telephone number or email of all those who attend your event.
10. You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, before you leave the hall, in the bin provided, or if this is full please take your rubbish away with you.
11. Users are encouraged to bring their own drinks and food. If food or drink is being served or made on a DIY basis (as distinct to a water bottle used during exercise) it should if possible be consumed while seated.
12. We will have the right to close the hall if there are safety concerns, for example, if someone who has attended the hall develops symptoms and thorough cleansing is required or if it is reported that the Special Hiring Conditions above are not being complied with, whether by you or by other hirers, or in the event that public buildings are asked or required to close again. If this is necessary, we will do our best to inform you promptly and you will not be charged for this hire.

13. In the event of someone becoming unwell while at the hall you should remove them to a designated safe area. Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. Ask others in your group to provide contact details if you do not have them and then leave the premises, observing the usual hand sanitising precautions, and advise them to launder their clothes when they arrive home. Inform Great Missenden Parish Council.

16. Other special points as appropriate.

E.g., Where a sports, exercise or performing arts activity takes place:

You will organise your activity in accordance with guidance issued by the relevant governing body for your sport or activity

E.g., Where a group uses their own equipment:

You will ask those attending to bring their own equipment and not share it with other members or you will avoid using equipment, which is difficult to clean, as far as possible.

You will ensure that any equipment you provide is cleaned before use and before being stored in the hall.

17. You will encourage all those attending your activity to wear a face covering when using confined areas such as toilets and corridors, for the safety of others.

Please could you supply a risk assessment for your intended activity/event. This must be supplied before your first booking.

Please tick in the box if your organisation has its own Public Liability Insurance.

Hirer Declaration:

I have read the Terms & Conditions governing the use and hiring of the Community Centre and hereby agree to be bound by such conditions.

Applicants Signature: Date:

Printed Name