

# **PADDOCKS COMMUNITY HALL**

## **RULES**

### **1. Accepting Bookings**

- **WE ARE UNABLE TO ACCEPT BOOKINGS FROM PERSONS UNDER THE AGE OF 18 YEARS.**
- All hirers are responsible for ensuring that no nuisance is caused to any other user groups, the local community or staff by their use of these premises.
- A signed copy of the Conditions of Hire must accompany all bookings. Bookings will not be permitted to proceed if the relevant signed documentation (Booking Form and Conditions of Hire) have not been received by the Association.

### **2. Health & Safety**

- Hirers are required to comply with appropriate Fire and Health and Safety duties during their hire period. Please see guidance in the document: "**Basildon District Council – Managed halls – A Guide to safety**" [www.basildon.gov.uk](http://www.basildon.gov.uk) Attached to notice board
- Hirers are responsible for their own first-aid appointed person and first aid box

### **3. Health and Hygiene**

- Any food preparation at the Hall must be supervised by the Hall Hirers appointed certificated person

### **4. Alcohol**

- **No alcohol is allowed to be consumed at the hall without the permission of the PCA Bookings Manager**
- **No alcohol sales are allowed at the Hall without an approved temporary alcohol licence and agreement from the PCA Bookings Manager**

### **5. Children**

- Any group that has or may have children and / or young people present will be required to have a Child Protection Policy in place, or be working with the Council towards implementation of such policy. Copies of the policy are to be submitted to the Association at the time of booking. CRB checks need also to be in place where appropriate.

### **6. Insurance**

- The Association shall require all regular hall users to provide a copy of their Public Liability Insurance Certificate to the PCA Bookings Manager.

### **7. Emergency Procedure and Tel: Numbers**

- In the event of an emergency outside of normal office hours, please telephone **07923-599500** for assistance. This number should only be used for genuine emergency calls.
- **In the Case for fire, crime or personal injuries / illness call Emergency Services 999 and ask for relevant applicable services**

### **8. Hall Hirer**

- The Association shall have an absolute discretion as to the hiring of the hall and reserve the right to refuse payment of the hiring charge other than in cash.

### **9. Tuition**

- All groups that are tuition-based are required to have staffs that are qualified in the area of tuition. Copies of qualifications will be required at the time of booking, by the PCA Bookings Manager.

### **10. Leaving / Closing the Hall**

- All heating and lighting to be turned off after use and windows and doors secured.
- The premises are to be left in a clean and tidy condition, i.e. any furniture moved is to be replaced to its original position. Please be aware that items other than full size tables and chairs are likely to belong to regular user groups. Only items booked on your booking form are for your use. Please do not use equipment belonging to other groups. If you are unsure please check with the Bookings Manager BEFORE using.
- **ALL RUBBISH MUST BE REMOVED BY THE HIRER. (Hirer to provide own black sacks)**
- The hirer shall be responsible for ensuring that persons attending and leaving the hired premises cause no nuisance to the public within the vicinity of the hall through use of vehicles or loud behaviour.