

## AGREEMENT FOR THE HIRE OF THE BPFMC BARN AND FACILITIES FOR ALL USERS

**THE BUILDING IS A NO SMOKING FACILITY SHOULD ANY EVIDENCE BE FOUND THAT SMOKING HAS OCCURRED ON THE PREMISES, THEN YOUR COMPLETE DEPOSIT WILL BE FORFEITED IMMEDIATELY.**

**THIS AGREEMENT CONSTITUTES PERMISSION ONLY TO USE THE PREMISES AND CONFERS NO TENANCY OR OTHER RIGHT OF OCCUPATION ON YOU.**

Persons or organisations wishing to hire the Barn or facilities do so on the understanding that they agree to abide by the rules and regulations set out below. Failure to comply with these requirements could result in the Hirer being precluded from hiring the Barn in the future.

### **GENERAL**

1. The Brudenell Playing Field Management Committee (BPFMC) has the right to refuse the hire of any facility to any persons or organisation deemed unsuitable. Verbal or physical abuse directed towards a member of the BPFMC Committee will not be tolerated.
2. BPFMC insurance provides only private, non-commercial Hirers Liability Cover. Any Commercial Hirer or identifiable "Legal Entities" must have, and show in advance, their own Public Liability Insurance to use BPFMC facilities, including the Barn and playing fields. This includes, but is not limited to – Parish Council, WI, Football and Cricket Teams playing in a recognised League, Schools, dance and exercise classes, Mums & Tots and musical entertainment.
3. The facilities will not be hired out to anyone below the age of 18. If the facilities are to be used for a party for anyone below the age of 18 then ADULT SUPERVISION MUST BE THERE AT ALL TIMES. It is a condition of the community premises entertainment licence that there must be a responsible person over 18 years old at any event.
4. BPFMC will not be held responsible for any loss or damage to personal property, including cars parked in car park, incurred by anyone attending functions within the Barn or associated facilities.
5. Casual Hirers can use their own electrical appliances at their own risk for their event only, **but each item should have a valid PAT test certificate.**
6. Use of the Barn electrical supplies to power external electrical items positioned outside the Barn **is not permitted**, unless agreed in advance at the time of booking. Any external cabling must not present a trip hazard.
7. The person or organisation hiring the Barn will be responsible for any breakages or damages whatsoever, incurred during the period of hire. Any expense to make good any damage or replacement will be deducted from your deposit.
8. No unofficial copies of keys are to be made. If a key is lost, then the replacement must be paid for.

### **PRE-EVENT**

9. Any cancellations must be made as soon as the hirer can do so.
10. Any faults or dirtiness should be reported to the Booking Clerk as soon as possible.
11. The use of non-BPFMC equipment must be agreed with the person who owns the equipment.
12. Hirers must nominate a Temporary Responsible Person whose role is to ensure the safety of those attending or assisting at an event. The specific responsibilities are detailed at Annex A.
13. BPFMC does not hold a licence for the sale of Alcohol. If alcohol is to be SOLD, then Hirers must apply for a licence from South Kesteven District Council. This licence must be displayed during the function.

### **EVENT**

14. All functions must finish before 11:30pm, and the building must be vacated by midnight.
15. Discos are **not permitted** to use smoke machines under the Barn's entertainment licence.
16. The gate at the entrance of the car park should remain open when the car park is in use and locked shut after the event has finished.
17. Decorations and posters will not be allowed to be stuck on the Barn walls using blue tack, Sellotape or anything that removes the paint.

18. DOGS ARE NOT ALLOWED ON THE FIELD OR IN THE CAR PARK OR PLAY AREAS. Please ensure that this adhered to.
19. Any persons or organisations must abide by BPFMC's Health and Safety and fire Safety Policies and note the operation and whereabouts of the fire exits and fire extinguishers before commencing an event or activity. Your attention is drawn to the Fire Safety Risk Assessment (displayed on the Fire Safety Notice Board in the foyer) Do not allow children play in the kitchen and fire exits must not be used for general access and egress.
20. Open fires and naked flames (ie candles, incense burner, etc...) are not permitted within the Barn.
21. Hirers are expected to keep noise and music to a reasonable level and care should be taken to minimise noise levels during arrival and departure.
22. Un-planned extensions will be charged at the full hourly rate for any part-hour period beyond the agreed hire period.

**POST-EVENT**

23. It is the responsibility of the Hirer to leave the facilities hired CLEAN and TIDY and in the condition in which they found it. **All waste must be taken from the premises at the close of the hire period.** Any waste left behind will be disposed of at a cost of £10 per bag, which will deducted from the deposit. BPFMC has an Environment Policy which incorporates a commitment to waste reduction and recycling.
24. BPFMC equipment i.e. tables, chairs and kitchen equipment must be cleaned and put away after the period of hirer.
25. It is the responsibility of the User to ensure that all windows are closed, lights switched off and doors locked after use.

I have read the rules and regulations for the use of the Barn and facilities and agree to abide by them and have the necessary Public Liability Insurance (as applicable).

Signed.....Date.....

Name / Organisation.....

Address.....

Phone Number.....Mobile Number.....

Email Address.....

Date / Time / Duration of Hire .....

**Additional Electrical Items to be used** .....

Nominated Responsible Person (if different from above - see paragraph 12).....

**VILLAGE HALL HIRE FEES**

- Security Deposit - £100
- Barn Hire - £15 per hour anytime, minimum 3-hr booking. (see BPFMC website for full details)

Payments can be made by cash, cheques payable to BPFMC or bank transfer, Account 05907446 sort code 51-81-10, using your name as the reference.

If your deposit has been paid by a bank transfer, please email you name, date of hire and bank details to the treasurer for its return after your hire.

**PLEASE RETURN COMPLETED FORM TO:**

**Booking Clerk:**

**Amanda Sanderson**  
 15 Brudenell Close  
 Baston PE6 9PW  
 07837-538201  
[amanda.sanderson@icloud.com](mailto:amanda.sanderson@icloud.com)

**Treasurer:**

**Magi Lloyd**  
 8 Hadrian Drive  
 Baston PE6 9PP  
 07956-634920  
[mlloyd525@hotmail.com](mailto:mlloyd525@hotmail.com)

**Annex A - Temporary Responsible Person – Duties and Responsibilities.**

## TEMPORARY RESPONSIBLE PERSON – DUTIES AND RESPONSIBILITIES

Reference: HM Government Fire Safety Risk Assessment – small and medium places of assembly

As the Temporary Responsible Person for the event or function, you have legal duties with regard to the safety of those persons assisting or attending the event.

### **Before the event or function you should be aware of:**

- what fire protection systems are present
- how a fire will be detected;
- how people will be warned if there is a fire;
- how the evacuation of the premises should be carried out;
- where people should assemble after they have left the premises and procedures for checking whether the premises have been evacuated;
- identification of key escape routes and exits,
- arrangements or fighting fire;
- how the fire and rescue service and any other necessary services will be called;
- procedures for meeting the fire and rescue Service on their arrival and notifying them of the location of the fire
- what instruction helpers need
- imitation on numbers of people
- any chains and padlocks which need removing from fire exits, etc.;
- exit doors which are required to be in the open position are secure; and
- checking that all escape routes are clear of obstructions and combustibles.

### **Before the event or function you should decide:**

- the duties and identity of helpers who have specific responsibilities if there is a fire;
- the arrangements for the safe evacuation of people identified as being especially at risk, such as those with disabilities and children
- who will be responsible for calling the fire and rescue service.
- who will meet the fire and rescue service on their arrival.
- your plans to deal with people once they have left the premises, especially children.

### **At the start of the event or function you should notify all those present about:**

- the smoking policy;
- the emergency warning signal;
- who is supervising and how to identify them;
- location of exits and escape routes;
- taking only valuables immediately to hand but not to go to collect other belongings;
- the location of muster points; and
- what will happen after that (e.g. re-entry to the building).

### **During the event or function you should ensure that:**

- escape routes and exits do not become blocked;
- your smoking policy is adhered to;
- no naked flames are started( unless authorized e.g. candles);
- where naked flames are present that combustible materials kept clear;
- rooms do not become overcrowded;
- noise levels cannot drown out the fire alarm; and if necessary the number of persons in your premises are limited or controlled.
- If alcohol is consumed; it is not consumed to excess
- The temporary responsible person avoids drinking heavily, and remains cognizant of all activities undertaken
- On completion of the Event, the responsible person ensures the Barn is vacated and cleared, any portable electrical appliances are un-plugged, rubbish and waste material is removed and the Barn is locked securely.