



# WOTTON-UNDER-EDGE TOWN COUNCIL

## CIVIC CENTRE TERMS AND CONDITIONS OF HIRE

**1. Use of the Rooms at the Civic Centre.** Use of the rooms is subject to the following rules and in the case of hirers, to certain standard conditions incorporated in the hiring agreement. Any costs incurred as a result of non-compliance with these rules will be charged to the hirer.

**2. Applying to use the Rooms at the Civic Centre.**

- a) Application for use of the rooms shall be made to Wotton-under-Edge Town Council.
- b) The right to refuse any application for use of the Civic Centre facilities is reserved by the Town Council.
- c) All arrangements for use of the Civic Centre facilities are subject to the Town Council reserving the right to cancel bookings giving adequate notice when premises are required for use as a Polling Station/Council Function or are rendered unfit for the intended purpose.
- d) Local groups shall normally have priority use of the facilities but all arrangements to hire facilities made from outside bodies will be honoured except as provided for in (c) above.
- e) No bookings will be accepted for teenage or 21<sup>st</sup> birthday parties

**3. Hours of Opening.** The Civic Centre is available for use between the hours of 9am to 11.30pm (special arrangements can be made if the rooms are required earlier in the morning. This has to be agreed by the Town Clerk). Music must cease by 11.30pm in order to vacate the building by 12 midnight.

**4. Maximum Capacity of Rooms.**

Room	Maximum capacity	Seated capacity
Coombe Suite and Kitchen	110	80
Bradley and Rushmire Rooms	50	30

All figures shown above are to include helpers and performers.

**5. Safety Requirements.** All conditions attached to the granting of the Civic 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 be immediately available for free public access.
- b) The emergency lighting supply must be turned on during the whole time the premises are occupied and must illuminate all exit and routes.
- c) Firefighting equipment shall be kept in its proper place and only be used for its intended purpose.
- d) The fire service shall be called to any outbreak of fire.
- e) Performances involving danger to the public shall not be held.
- f) Highly flammable substances shall not be brought into or used in any part of the building. This includes the use of candles.
- g) No unauthorised heating appliances shall be used on the premises.
- h) The first aid box shall be readily available to all users of the premises. Located in the kitchen.
- i) 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.
- j) There is a NO Smoking Policy throughout the building and its environs. This includes E cigarettes.
- k) Smoke machines must not be used within the building due to the sensitivity of the fire alarm sensors.

**6. Supervision.** The named 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. When the premises or any part of them are in use for the purpose of public entertainment, there shall be a minimum of two persons aged 21 or over on duty. Events/classes where children/young people attend must adhere to national guidelines on appropriate adult to child supervision ratios.

**7. Intoxicating Liquor.** If alcohol is to be sold the hirer **must** check with the Town Council before applying to Stroud District Council for a Temporary Event Notice as the number of licences available per year for the premises is limited. Please allow 10 working days for the notice to be processed. Stroud District Council will make a charge for this notice. A copy of the notice must be given to the Town Council prior to the event. The Town Council reserves the right to refuse permission for the sale of alcohol and that decision will be final.

**8. Storage.** No goods or equipment may be left or stored in the Civic Centre without the permission of the Town Council or Town Clerk.

**9. Loss of Property.** The Town Council cannot accept responsibility for damage, loss or theft of the Civic Centre users' property and effects.

**10. Off-loading and Loading.** Hirers may off-load and load from the Civic Centre Car Park. This is a free public car park situated in front of the main entrance and can be accessed via Gloucester Street. Parking restrictions are in place including a maximum stay of 23 hours and no parking in reserved spaces.

**11. Nuisance.**

a) Hirers are responsible for ensuring that the noise level of their function is not such as to cause inconvenience for the occupiers of nearby houses and property.

b) Hirers must ensure that persons attending the function behave in an orderly manner and cause no nuisance to residents or passers-by, nor to other users of the Civic Centre.

**12. Cleaning, Security and Care of Civic Centre.** The Civic Centre will be opened and locked up by the Caretaker or Buildings Manager prior to and following the booking. The hirer is responsible for leaving the room and associated facilities in a clean, tidy and undamaged condition; and for returning tables and re-stacking chairs to their original position unless otherwise directed. Should any damage occur, it must be reported as soon as possible to the Town Clerk or Buildings Manager. Litter shall not be left in or about the Civic Centre. All rubbish must be removed by the hirer following a booking.

**13. Paintings.** No paintings, photographs or pictures should be removed without permission.

**14. Furniture.** All furniture and equipment shall be used only for the purpose for which it was designed. No nails, screws, tacks, shall be applied.

**15. The Lift.** There is a lift giving access to all floors. Unaccompanied children are not allowed in the lift.

**16. Payment.** Hirers will be required to pay a refundable Damage Deposit. This may vary depending on the type of event but will be within the range of £100 to £250, either in cash or a cheque, to be held until the room(s) has been inspected after the event. Following satisfactory inspection the deposit will be available for the Hirer to collect. Cash deposits will be required for all parties and similar events. The amount of deposit, and whether this can be by cheque or must be in cash, will be decided by the Town Clerk and is non-negotiable.

Cheques should be made payable to Wotton-under-Edge Town Council.

Full payment of room hire must be made at the time of booking. Failure to pay will result in a declined booking. The preferred method of payment is electronic bank transfer, details as follows:

Barclays Bank    Sort Code: 20-13-42    Account: 73946304    Account Name: Wotton-under-Edge Town Council

Booking fees and payments made by cheque or cash will incur a surcharge of £1.50 to cover bank charges. The surcharge will not apply to Damage Deposits, which are required in cash or cheque so these can be held by the Council and returned following a satisfactory inspection after the booking.

Regular Hirers: Invoices must be paid promptly, otherwise the Town Council reserves the right to refuse future bookings.

If a payment made to the Town Council is subsequently declined causing bank charges, we will seek reimbursement from the hirer concerned for the charge incurred.

**17. Additional Safety Measures. All hirers, staff and helpers must read and be familiar with the Fire Safety Procedures. These can be found attached and notices of the fire procedures are located adjacent to the fire extinguishers. All necessary checks must be made prior to the public entering the building.**

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

Bouncy Castles are not permitted in the building.

It is essential that all access routes, Fire alarm panic buttons/break glass points, gangways, exits and emergency exits are kept clear at all times and free from obstruction. Parents/carers with buggies or pushchairs must ensure that these do not obstruct access to fire alarm panic buttons/break glass points, gangways, exits and emergency exits.

**18. PPL Music Licence.** Other than at a private function, recorded music must not be played unless a valid PPL licence is held by the hirer or music operator. The Town Council may ask to see a copy of the licence. The Town Council does not hold a licence for this purpose. For further information please see the PPL website [www.ppluk.com](http://www.ppluk.com).

*Clerk to the Council: Ms Sue Bailey*  
*Council Offices, Civic Centre, 2 Gloucester Street, Wotton-under-Edge, Gloucestershire, GL12 7DN*  
*Tel: 01453 843210 Fax: 01453 845055 Email: [clerk@wotton-under-edge.com](mailto:clerk@wotton-under-edge.com)*  
*Website: [www.wotton-under-edge.com](http://www.wotton-under-edge.com) Office Hours: Monday, Wednesday, Friday 9am to 12.30pm*  
*Wotton-under-edge Town Trust Reg Charity No.203466*

## **CIVIC CENTRE FIRE PROCEDURES**

### **FIRE ESCAPES**

There are two means of escape from all rooms.

1. Via the main staircase that leads out to the main entrance and car park.
  2. Via a rear staircase that leads to Bradley Street. Access to this fire escape is clearly marked in each function room.
- Please ensure escape routes are kept clear of obstructions at all times.

**THE ASSEMBLY POINT IS IN THE CIVIC CENTRE CAR PARK**

### **BREAK GLASS POINTS, FIRE EXTINGUISHERS AND FIRE SAFETY SYSTEMS**

The building has smoke detectors, emergency lighting, fire doors and a fire alarm.

#### **MAIN ENTRANCE**

2 Fire Extinguishers

Fire Alarm Panic Button/Break Glass Point (found just inside main entrance doors).

#### **BRADLEY ROOM**

2 Fire Extinguishers

Fire Alarm Panic Button/Break Glass Points (found at the top of the main stairs and outside of the rear fire escape door).

#### **COOMBE SUITE**

2 Fire Extinguishers

Fire Alarm Panic Button/Break Glass Point (found outside of the rear fire escape door).

#### **RUSHMIRE ROOM**

2 Fire Extinguishers

Fire Alarm Panic Button/Break Glass Point (found at the top of the stairs and outside the rear fire escape door).

#### **KITCHEN**

1 Fire Extinguisher

1 Fire Blanket

First Aid Kit

### **FIRE PROCEDURES**

On discovery of a fire use the nearest **FIRE ALARM PANIC BUTTON/BREAK GLASS POINT** to sound the alarm.

Evacuate the building immediately.

**Dial 999 to call the Fire and Rescue Service giving the correct address;**

**THE CIVIC CENTRE, 2 GLOUCESTER STREET, WOTTON-UNDER-EDGE, GLOUCESTERSHIRE. GL12 7DN**

Take only valuables immediately to hand. Do not go to collect other belongings.

#### **DO NOT USE THE LIFT**

Once the building is empty, do not re-enter for any reason. If possible, attack the fire using the appliances provided

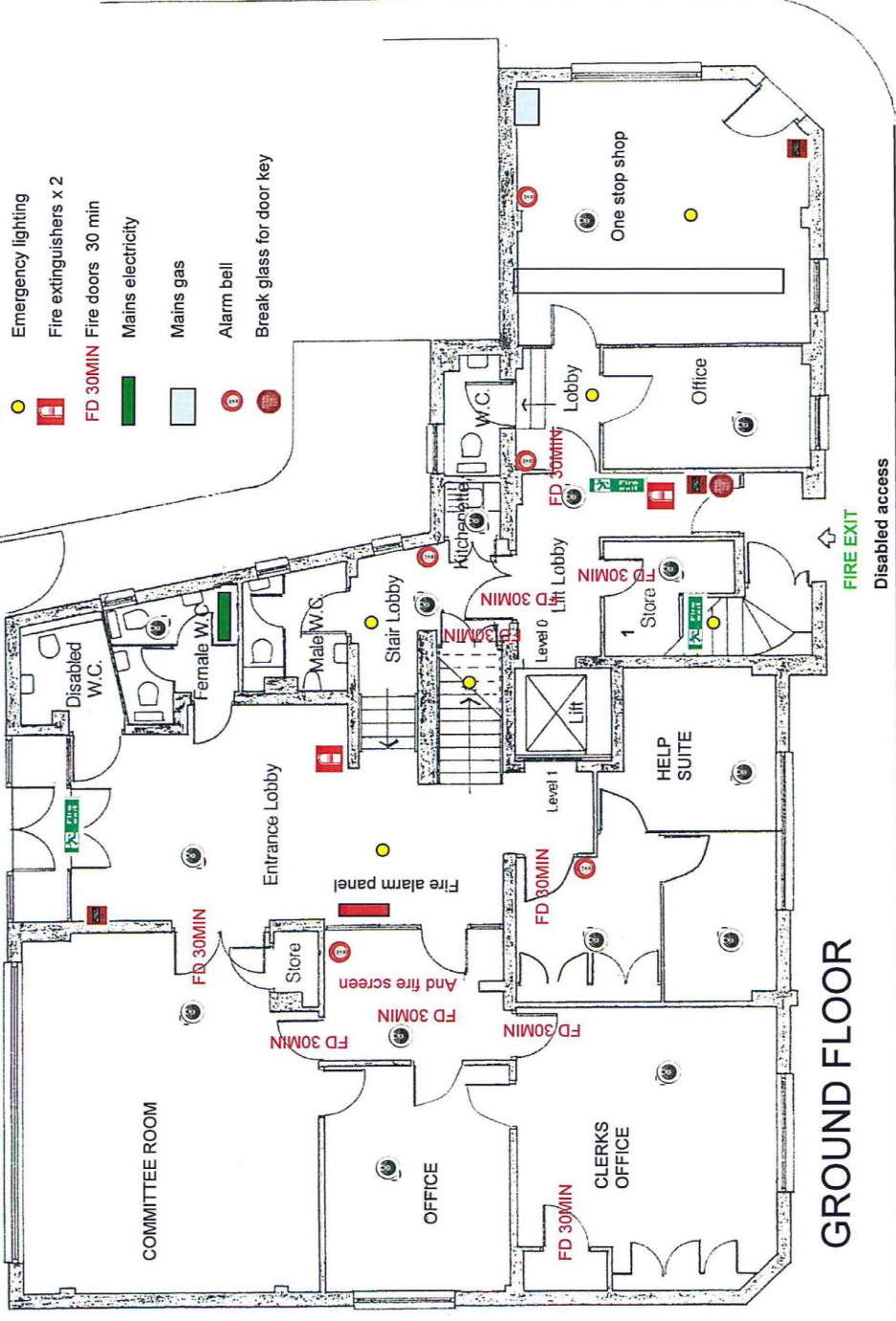
**BUT DO NOT TAKE RISKS.**

CAR PARK

MAIN ENTRANCE

Assembly point

- Fire exit sign
- Break glass call point
- Smoke detector head
- Emergency lighting
- Fire extinguishers x 2
- Fire doors 30 min
- Mains electricity
- Mains gas
- Alarm bell
- Break glass for door key











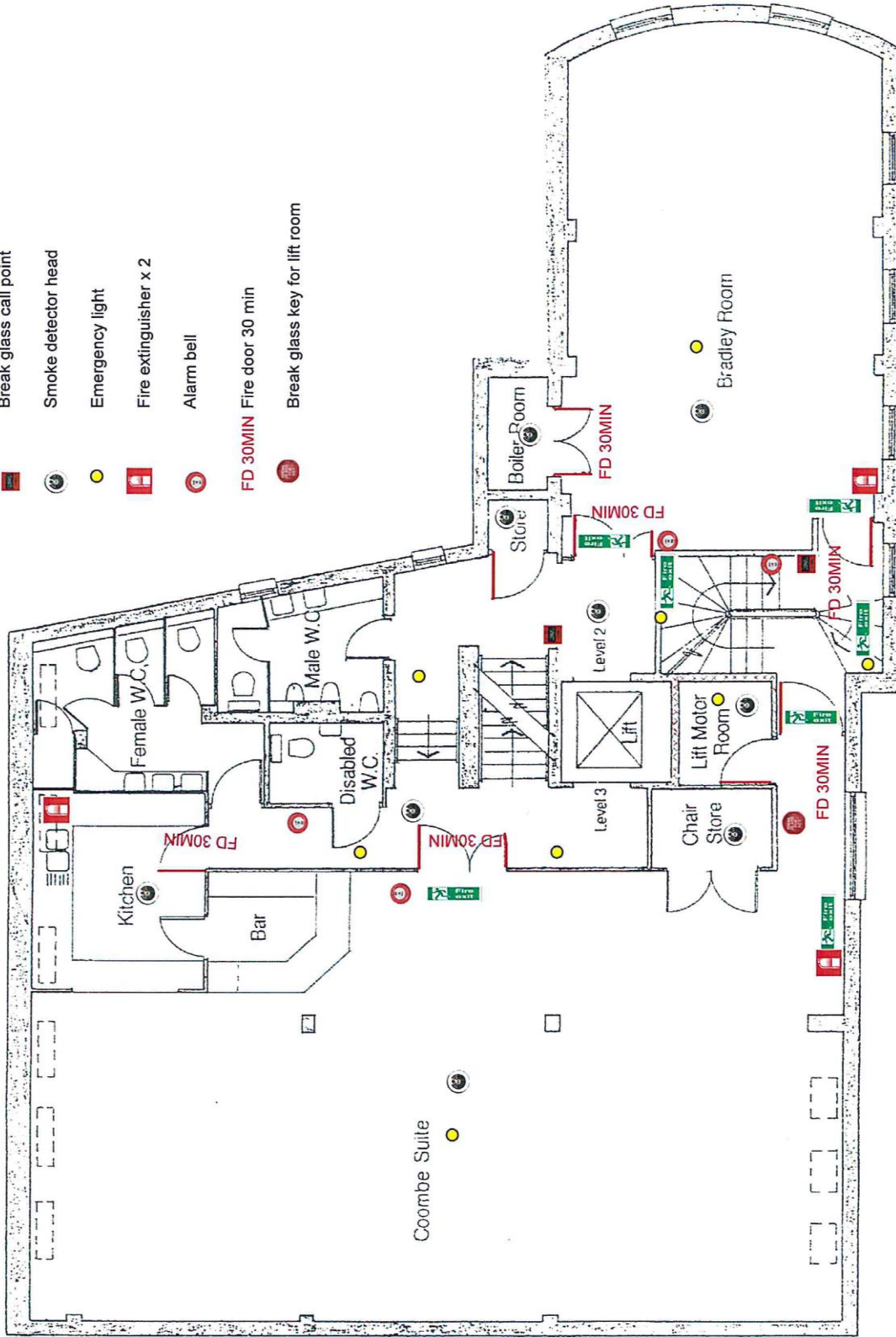
GROUND FLOOR

BRADLEY STREET

BEAR STREET







# FIRST FLOOR

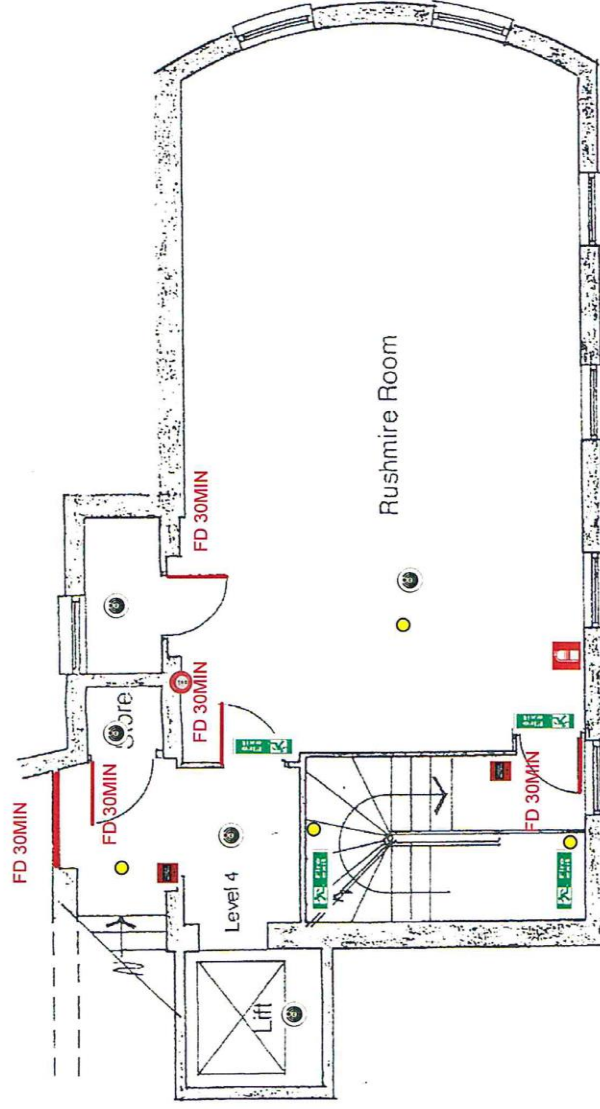
-  Fire exit sign
-  Break glass call point
-  Smoke detector head
-  Emergency light
-  Fire extinguisher x 2
-  Alarm bell
-  FD 30MIN Fire door 30 min
-  Break glass key for lift room





# SECOND FLOOR

-  Fire exit sign
-  Break glass call point
-  Smoke detector head
-  Emergency light
-  Fire extinguisher x 2
-  Alarm bell
- FD 30MIN** Fire door 30 min



SECOND FLOOR