# DUNNINGTON READING ROOM – Registered Charity No. 506542

# RULES OF HIRE AND TERMS AND CONDITIONS

## 1 Bookings

Hirers must be **aged 18 years or over**

Booking should be arranged through the booking secretary on **07858582933** or at [Dunningtonreadingroom@gmail.com](mailto:Dunningtonreadingroom@gmail.com) **– stating**

* The **date and time of hire**
* The **halls required**
* If the Hirer is intending to apply **for a licence for the sale of alcohol** (see 5)

Hirers must comply with Health & Safety regulations (copy on Main Hall noticeboard)

## 2 Capacity

Hirers are responsible for ensuring that the maximum occupancy is not exceeded i.e.

**Main Hall – 120 persons. Small Hall – 50 persons. Balcony – 20 persons**

## 3 Fire & Evacuation Procedure

The Hirer must make themselves aware of the following:

* The location of fire extinguishers
* The location of Emergency Fire Doors

and familiarise themselves with fire routine and evacuation procedures which are on display on the Notice Board in the Main Hall and also on the wall in the Small Hall and in the kitchen. The evacuation point is outside “Top to Toe” (if it is safe for congregate there). Before the commencement of the event the Hirer must ensure that all persons are informed of the location of the Emergency Exit Fire Doors.

## 4 Breakages

All breakages and damage to contents or fabric of the hall should be reported to the Booking Secretary as soon as possible after the event.

## 5 A Licence to sell Alcohol

A licence is a legal requirement if the Hirer sells alcohol. The Reading Room is restricted to only 12 licences per year – so early aplication and approval from the Management Committee is advisable. Licence applications and further details available from the Booking Secretary.The person named on and responsible for the licence is to be provided to the Booking Secretary. A deposit of £50.00 is payable if an alcohol licence is applied for from the council, this will not be returned if the booking is cancelled.

## 6 ALL ELECTRICAL AND MECHANICAL EQUIPMENT TO SUPPORT YOUR BOOKING MUST BE DECLARED TO THE BOOKING SECRETARY

Electrical items brought onto the premises by the Hirer, must have a valid Portable Alliance Test certificate [PAT]. All cables extending across the floors must be protected to eliminate a tripping hazard. Mechanical equipment must be good working order.

The management committee reserve the right to reject equipment which would cause a potentially overload of the electrical supply.

## 7 Controls for lights & Heating

Control for ventaxia ceiling extractor fan in Main Hall is near the dado rail under the clock.

Controls for Main Hall wall-lights and fans are in the Dressing Room.

Controls for Small Hall Extractor Fans are on the wall in the kitchen next to the Serving Hatch.Heating controls

Thermostat for the Main Hall is next to the stage.

Thermostat for Small Hall is next to the serving hatch.

To control the room temperatures, use the **Up and Down buttons** on the right hand side of the controller. DO NOT TURN OFF THE RADIATORS.

## 8 First Aid Kit

A First Aid Kitis located in the kitchen**. If used, the Hirer is responsible for completing details in the First Aid/Accident Book.** Please follow instructions in front of book and leave the book out of the cupboard so the caretaker knows there has be an accident also report the accident to the booking secretary.

## 9 Responsibility

The Hirer, or some other responsible person nominated by the Hirer, also **aged 18 or over**, must remain upon the premises at all times in order to exercise general supervision and control.

The Hirer is responsible for ensuring the following:

* **THE NO SMOKING and VAPING RULES** are adhered too anywhere within the building and outside the Emergency Exit on the Right Hand side of the stage
* **NO BALLOONS** are filled with flammable gas
* **NO BALL GAMES** within the Buildings
* **NO STILETTO** heeled shoes allowed in the Buildings
* **A MOBILE PHONE is available in case the emergency services need to be contacted**
* **That no attempt is made to manually move heavy or bulky items unless physically able.**

## 10 The Reading Room is run entirely by Volunteers, so before leaving the Premises, the Hirer must ensure that :-

* all tables & chairs are put away from where they came **& the rooms that have been used are swept/cleaned** (brushes and mops etc. are to be found behind the door in the bar area). The V-shaped mop is ideal for dry mopping floors. If necessary a **DAMP** mop may be used on the Main Hall floor.
* all crockery & cutlery is properly **washed & dried and put away** (please provide your own **tea towels** and **hand towels**) If using the Dishwasher please follow instructions.
* all surfaces must be cleaned with surface cleaner using the kitchen paper supplied
* the Kitchen is left clean and that all waste is removed to the bins outside (**if the bins are full please take your waste home DO NOT stack waste at the side of the bins or use any COMMERCIAL BINS - THEY DO NOT BELONG TO US )**
* all surplus liquids & food are to be removed from the Reading Room [check fridge before you leave]
* the water boiler in the Kitchen is for making large amounts of hot drinks, please turn off after use.
* all Fire Escape doors are firmly closed.
* both sides of the Front Door are **locked & bolted** (check that the red square shows on the right hand door), and
* the key (except where permanently allocated) is promptly returned to the Booking Secretary. Please post the key as per the instructions supplied by the Booking Secretary (no need to ring the doorbell).

## 11 Use of ladders

Ladders may only be used if requested prior to the hire date and by physically able persons and must be used in accordance with Health & Safety Executive Guidance (copy on stage in Reading Room)

## 12 Room Decorations

If you wish to use room decorations for your event, it would be appreciated if you would use any of the hooks already there in the ceilings or walls, or blue tack which is easily removed and does not cause damage to wood or paintwork. **DO NOT USE SELLOTAPE**

## 13 Bouncy Castles

The Reading Room insurers will not extend insurance cover to include Bouncy Castles, therefore

anyone wishing to use a Bouncy Castle in the Reading Room does so at their **OWN RISK** and the Reading Room Management Committee requires evidence that adequate insurance cover is in force. The Castle and its use must not be able to cause damage to the lighting of the hall or the ceiling fans.

## 14 Responsibility of Reading Room Management Committee

The Hirer must accept that the Dunnington Reading Room Management Committee will not be held responsible for:­

* the loss or damage of property of whatever description brought onto the premises during the period of hire.
* any property, equipment, or valuables of any description left upon the premises.
* Any loss or damage to vehicles in the car park or roads

## 15 ANIMALS

No animals are to be brought into the Reading Room by users. Unless it is a guide dog.

## 16 COOKING

Large Cooking Events are not allowed due to the facilities not being adequate to support such events.

**17 BANNERS**

No advertising maybe placed externally or internally at the Reading Room without the permission of the management committee.

Dunnington Reading Room Normal Events

Name of Event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Event \_\_\_\_\_\_\_\_\_\_\_\_

1 Do you require the stage? Yes/No

2 Do you require an alcohol licence? Yes/No

3 Are you are bringing special equipment or machinery into the halls? Enter below

The hirer will supply exact details of the event. Enter below

Supervision must be adequately provided together with overall control during the event. The person with overall control will sign the terms and conditions.

Opening and closing times will be agreed with the Booking Secretary.

The hirer must read the Rules of Hire which apply at all events..

Extra waste that has been generated by the event must be removed from site, not deposited in the green bins which are for normal use.

SEE SECTION 5 A deposit of £50-00 is required for booking an event requiring a licence . This will be refunded after the event if all the rules have been met.

SEE SECTION 13 Bouncy Castles have you got insurance cover? Check with the operator.

Name of Hirer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postcode \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Telephone No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E Mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I agree to the Terms and Conditions as set out above and in the Rules of Hire [pages 1 to 3].

I give permission for you to hold my personal details

Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Licence Deposit