

CONDITION OF HIRE AND HEALTH, SAFETY & FIRE PRECAUTIONS

Regular groups/Private hirers (COVID-19)

Norfolk Polonia CIC
West Earlham Community Centre
Wilberforce Rd
Norwich NR5 8ND

Space for a rent	Capacity
Main Hall	100 persons (COVID-19: up to 34 persons)
Meeting Room	20 persons (COVID-19: up to 6 persons)
Kitchen (no charge)	5 persons (COVID-19: up to 2 persons)

COVID-19: Stay at least 2 metres away from people you do not live with or who are not in your support bubble. Wear a mask. Please sanitize your hands and use sanitizer bottles to spray your equipment after use. Hand sanitizers, bottles sanitizers and paper rolls are provided by WECC.

1. Introduction

The community centre is managed mostly by a voluntary management committee who put their own time and energy into keeping the community centre available as a community venue for diverse activities, please respect this.

2. Regulations for hirers

- 2.1. Regular commercial groups will be invoiced when the booking has been confirmed. Private hirers must pay total fees for the hire of the premises a minimum of one week before the event will start. No booking refund if you cancel a booking on the day of your event. Regular groups will be invoiced monthly or at any other time, if agreed.
- 2.1. Long-term hirers can book space in the Centre by contacting Norfolk Polonia CIC (weccnorwich@outlook.com). Private hirers (ad-hoc) can see a booking calendar on wecc.uk and book space by e-mail, phone (**07862004174**) or in person (office open: **Wed** 9am-12pm & 3pm-6pm; **Sat** 6pm-9pm).
- 2.2. The hirer must leave the premises in a clean and tidy condition. **COVID-19: regular cleaning of surfaces that are touched frequently including door handles, handrails, tabletops, sinks, toilet areas, kitchen surfaces; ordinary domestic products can be used.** Following the period of hire the hirer must sweep all floors, empty bins, mop up all spills, sticky patches etc. wipe all surfaces, tables and chairs on which food or drink has been spilled and remove any property belonging to the hirer, return all equipment to designated storage area, ensure all lights and heaters are switched off. We provide cleaning equipment.
- 2.3. The hirer must not use nails, tacks, screws or such like objects or fix adhesives to any part of the structure of the premises or its fixtures and fittings. No decorations of any kind may be placed on the structure of the premises without the Community consent.
- 2.4. The hirer shall be continuously present on the premises for the period of hire. Any damage or loss incurred due to the failure of the hirer to fulfil this condition will result in an extra charge.
- 2.5. The hirer shall not sub-let any part of the premises.
- 2.6. It may be necessary for the hirers to collect and return the hall keys from a designated key holder; the hirer must produce the relevant booking receipt.
- 2.7. Rooms should be used for the time and purpose for which they are booked and only the rooms booked should be used.
- 2.8. The hirer and regular group users must ensure the premises are secure at the end of the period of hire. It is their responsibility to ensure that they follow the procedures for closing the building e.g., all windows are shut, all lights and the heating is off, with doors securely locked at the end of each session and the intruder alarm is active.
- 2.9. Hirers are requested to keep the noise level, especially of live and recorded music, at a reasonably level. Any musical entertainment must finish by 10 pm (or at a low sound level after 10pm). Premises be vacated by midnight.
- 2.10. Hirers must abide by the maximum number of people allowed in the centre is 1 including staff and performers when used for dancing (devoid of furniture).
- 2.11. Bicycles, roller blades skateboards or similar items must not be used inside the premises.
- 2.12. All groups/hirers should make themselves aware of the Fire Evacuation procedures and the location of the fire extinguisher. Regular hirers must carry out regular fire drills and evacuations; it is recommended you record this activity.
- 2.13. Access points must be kept clear at all times. For safety reasons all equipment (tables, chairs etc.) or other items brought into the hall by users (e.g., buggies) must be kept clear of fire exits and doors.
- 2.14. Groups are responsible for any problems as a result of their action or inaction during their session times, any costs to be met by the group for any such problems.

3. Additional regulations

- 3.1. Groups need to keep any noise to a reasonable volume. No loud music and etc. after 10 pm.
- 3.2. No smoking, no smoke machines or smoking decorations (e.g., candles) without permission.
- 3.3. No alcohol to be sold or supplied (without permission).
- 3.4. No dogs, except guide dogs, or pets in any areas of the building.
- 3.5. Groups to be aware that use of the venue is monitored by CCTV.
- 3.6. Each regular group can receive up to 5 copies of keys and fobs to the back entrance door. Copies are provided to the group leader who should sign a document 'Key holders list'. This document includes full names and phone numbers of a key holders inside a group. According to the rule, key holders will be controlled every half a year. It is strongly forbidden to copy any key or give them to anybody else. If keys will be copied without permission or will be given to other people, the group will be asked to return all sets of keys. Any missing keys and fobs need to be reported to Norfolk Polonia CIC ASAP.

4. Health, Safety & Fire Precautions

- 4.1. Neither the Norwich City Council nor the committee shall be liable for any action or failure to act which results in personal injury or damage or loss of property except to the extent that such personal injury, death or damage to property occurred due to negligence of the Norwich City Council, its servants or agents within the scope of their authority. The hirer agrees to indemnify Norwich City Council and the members of the committee against all claims other than those excluded where the cause of action arose during the period of hire, or as a result of the hire.
- 4.2. Please record all accidents or incidents while using the premises and provide this information to WECC management team.
- 4.3. If you discover a fire, activate the nearest alarm point and dial 999 for any of the emergency services. If time allows close doors and windows to limit the fire spreading. As the hirer you are responsible for ensuring the safety of your users / guests.
- 4.4. Upon hearing the fire alarm, you must evacuate the building immediately and assemble away from the building.
- 4.5. When you first arrive at the centre, please familiarise yourself with the fire alarm points, emergency exits and the designated assembly point. There is a plan showing the location of both fire exits and extinguishers in the main corridor.
- 4.6. No obstacles should be placed in front of emergency exits and exit corridors must be kept clear at all times.
- 4.7. There are water extinguishers located in the main hall (to be used on fires of paper cardboard or textiles, and these are not to be used on electrical or flammable liquid fires). A carbon dioxide extinguisher is located in the kitchen (for use on electrical fires). There is also a fire blanket in the kitchen.
- 4.8. There is a first aid box in the kitchen. Hirers are requested to inform the management committee of what items were used and the incidents they were used for.

Major or serious accidents/incidents should be reported to:

**Health & Safety Executive – 0845 300 9923
and Norwich City Council on 0344 980 3333**

5. Electrical Equipment

Hirers should be aware it is now required by the Electricity at Work Regulations 1989 to take precautions against the risk of death or personal injury from electricity in work activities. These regulations also cover the leisure activities in community centres. All portable electrical appliances that are used in the Centre (this includes, radios, disco equipment, musical equipment etc.) need to be tested by a N.I.C.E.I.C. electrical contractor. All equipment that has been tested should be labelled (PAT) with the date and the date for the next test (usually annually).

6. Insurance

In particular case of damage to the premises being caused by fire, the city council's fire insurance will deal with the cause and may have the legal right of recovery from the hirer. In view of the potential liabilities in respect of damage to council property, hirers are required to ensure that they have appropriate public liability cover. Groups must have their own insurance cover for personal, accident, injury, and general cover which relates to their activities. Regular group users must have their own insurance cover for public liability, personal, accident, injury and general cover, which relates to their activities, with a limit of £1 million. A copy of your insurance schedule must be provided to the committee.

7. Car parking

There is no car park at the Centre, but road parking is available.

8. Prices (since April 2021)

- 8.1. Main hall (the rent includes film projector + screen, tables, chairs, and usage of toilets and kitchen).
Booked with advance: £10/hr (8am-10pm) & £15/hr (10pm-midnight).
Booked same day: £20/hr (8am-10pm) & £25/hr (10pm-midnight).
- 8.2. Meeting room (the rent includes usage of tables and chairs, white board, 1080p TV, and toilets; access to kitchen is not available).
Booked with advance: £7/hr (8am-10pm) & £12/hr (10pm-midnight).
Booked same day: £14/hr (8am-10pm) & £19/hr (10pm-midnight).
- 8.3. Kitchen (rented with the main hall). If you want to rent it separately - contact us. Appliances: fridge/freezer, dishwasher, oven, microwave and basic kitchen equipment.
Booked with advance: £10/hr (8am-10pm only).
Booked same day: £20/hr (8am-10pm only).