

TERMS & CONDITIONS AND CONDITIONS OF HIRE AND HEALTH, SAFETY & FIRE PRECAUTIONS

Norfolk Polonia CIC | West Earlham Community Centre

1. Introduction

The community centre is managed mostly by a voluntary management committee who has put their own time and energy to keep and make this venue available for diverse social activities, please respect this. COVID-19 (from 19th of July 2021): please wear a mask if your health condition is not well, sanitize your hands. It's no longer necessary to clean surfaces after usage. For more information go to: gov.uk/coronavirus. Building capacity: main hall (100 persons), meeting room (15 persons), kitchen (5 persons).

2. Regulations for hirers

- 2.1. Long-term hirers can book space in the Centre by contacting us by e-mail: weccnorwich@outlook.com or alternatively by e-mail: norfolkpoloniacic@outlook.com. Private hirers (ad-hoc) can see a booking calendar on wecc.uk and book space by e-mail, phone (07492012200 or 07788759732) or in person (our office is open by appointment during the week).
 - 1.1. Regular groups will be invoiced monthly or at any other time, if agreed, after the booking has been confirmed.
 - 1.2. Private hirers must pay the total fees for the hire of the premises by the time the event starts.
 - 2.2. All hirer must leave the premises in a clean and tidy condition. Every time after using the venue the hirer must sweep all flooring, empty bins, mop all spills, sticky patches etc. wipe all surfaces, tables and chairs with any stains and remove all their property, return all equipment to designated storage area, ensure all lights are switched off. We can provide cleaning equipment.
 - 2.3. The hirer must not use nails, tacks, screws or similar objects or fix adhesives to any part of the premises, its fixtures and fittings. No decorations of any kind may be placed on the structure of the premises without the Management consent.
 - 2.4. The private hirer should 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 must not sub-let any part of the premises.
 - 2.6. Venue is open for hire 15 minutes before an event starts and will be closed 15 minutes after an event ends.
 - 2.7. The hirer may use only the booked rooms and stick to time and purpose set in booking.
 - 2.8. Alcohol is not permitted in our centre during events or parties.
 - 2.9. The Music Licence PPL PRS (no. 02122200) has been granted to the Norfolk Polonia CIC for Playing & Performing Music on the premises.
 - 2.10. All hirers are requested to keep the reasonable noise level, especially of live and recorded music. Any music entertainment must finish by 10 pm (admissible low sound level after 10pm). Premises should be vacated by midnight.
 - 2.11. Hirers must abide by the maximum number of people allowed in the centre.
 - 2.12. Bicycles, roller blades skateboards or similar items must not be used inside the premises.
 - 2.13. Smoking is strictly forbidden inside the building. There is a smoking area outside.
 - 2.14. Smoke machines or decorations (e.g., candles) inside the building are forbidden, unless a special permission has been given.
 - 2.15. No dogs, except guide dogs, or pets in any area of the building.
 - 2.16. Groups to be aware that use of the venue is monitored by CCTV.
 - 2.17. 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.
 - 2.18. Groups/private hirers are responsible for any problems caused by their action or desistance during their session and will be charged any due costs.
- ### 3. Additional regulations (regular groups only)
- 3.1. Regular users may cancel the lease after prior written notice no later than one week in advance before it starts.
 - 3.2. Regular groups of users MUST ENSURE the premises is secure after each their presence. It is their responsibility to ensure that they follow procedures of closing the building: all windows are shut, all lights off (including toilets), front main glass door securely locked, front gates and back gate are shut and the intruder alarm is active.
 - 3.3. Each regular group can receive up to 5 copies of keys and fobs to the back entrance door. Copies are provided for the group leader who must sign a document 'Key holders list' which includes full names and phone numbers of key holders inside a group. 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 are copied without permission or 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.

- 3.4. Leaders of regular groups who hold a key to the building must get over safety training provided by Fire Marshall (once a year). It has to be confirmed by signing sign a document confirming that they know how to leave the building securely after classes.
- ### 4. Health, Safety & Fire Precautions
- 4.1. When you first arrive at the centre, please familiarise yourself with the fire alarm points, emergency exits and the designated assembly point.
 - 4.2. There is a plan showing the location of both fire exits and extinguishers in the main corridor.
 - 4.3. No obstacles should be placed in front of emergency exits and exit corridors must be kept clear at all times.
 - 4.4. There are water extinguishers located in the main hall (to be used on fire of paper, cardboard or textiles, not 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.
 - 4.5. 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.
 - 4.6. Upon hearing the fire alarm, you must evacuate from the building immediately and assemble away at the designated assembly point.
 - 4.7. There is a first aid box in the kitchen. Hirers are requested to inform the WECC management of what items were used and the incidents they were used for.
 - 4.8. Please record all accidents or incidents while using the premises and provide this information to WECC management team. Major or serious accidents/incidents should be reported to: Health & Safety Executive – 0845 300 9923 and Norwich City Council on 0344 980 3333
 - 4.9. Please have in mind that occasionally Fire Marshall will be testing a fire alarm and evacuation procedure (unannounced).
 - 4.10. Neither the Norwich City Council nor the WECC management are 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.
- ### 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 policy must be provided to the WECC management.
- ### 7. Car parking
- There is no car park at the Centre, but road parking is available.
- ### 8. Prices (private hirers only; 8am-midnight)
- 8.1. Main hall (rent includes film projector + screen, tables, chairs, and usage of toilets and kitchen). Booked in advance/same day: £15/hr.
 - 8.2. Meeting room (rent includes usage of tables and chairs, white board, 1080p TV, and toilets; access to kitchen is not available). Booked in advance or same day: £10/hr.
 - 8.3. Kitchen (rented with the main hall). Appliances: fridge/freezer, dishwasher, oven and microwave. Hirers are requested to bring their own cutlery or plates.