

Spital Park Community
Facility

BOOKINGS DOCUMENT

AVAILABLE FROM

09:00

UNTIL

midnight

CASTLE DONINGTON PARISH COUNCIL

Spital Park Community Facility

Conditions of Hire

1. Application Form

Applications for hire of the Community Facilities are made through the Booking Officer, Mrs Barbara Atkin, at the Parish Council Offices, Hillside, Castle Donington, DE74 2NH, telephone: mobile 07941559951 or 01332 810432, from whom the application form is available. Application form is available on the web site: www.cdpc.org.uk

The person signing the form will be deemed to be the Hirer and must be over 21.

2. Hire Charges

The cost of hiring the facilities is detailed in the attached schedule, plus a returnable deposit is required.

FULL HIRE PAYMENT, PLUS DEPOSIT MUST BE PAID WITH THE SUBMISSION OF THE BOOKING FORM.

The deposit will be refunded provided no damage has occurred or excess cleaning is required.

3. Cancellation of a Hire

Should the Hirer cancel the booking of the facilities within two weeks of the date of the booking, the charges will be forfeited unless the facilities are re-let on that particular date.

The Parish Council, through its Clerk, reserves the right to cancel any booking should there be good reason in the Parish Council's opinion. In such a case there will be no charge to the potential Hirer.

4. Permitted use – including lettings involving Licences

The use made is only for the function as detailed on the booking form.

No premise licence is held. Any Hirer wishing to hold a function with licensable activity, including music or intoxicating liquor (please check with the Licensing Authority for details of licensable activities) must arrange prior approval of the Licensing Authority. The Hirer must provide a copy of the said permission prior to the commencement of the event – minimum of two weeks prior to the event. A copy of the licensee's public liability insurance will also be required.

In the event that the requested information is not provided the Parish Council reserves the right to cancel a booked event at any time.

The sale and consumption of intoxicating liquor must cease not later than thirty minutes prior to the time up to which the facilities have been booked, or the time of the Licence.

No event, or part of an event (including an event where the Community Room or changing rooms have been booked, for the purposes of selling and consumption of intoxicating liquor) shall take place outside of the building past 10.00 pm.

No bouncy castles are allowed in the building, but may be used on the grounds of the park with prior agreement of the Parish Council and production of the equipment owner's relevant paperwork and insurance.

No television is allowed in the building

5. Number of Persons to be admitted

The maximum number of persons to be allowed in the Community Room at any one time is 120.

6. Opening and Closing

The facilities will be opened in time for the commencement of the booking by a member of the Parish Council's staff on duty.

For events/bookings/hirings that involve the Hirer being outside of the building, i.e. rugby/football matches/training / social events, etc. a member of Parish Council staff will be in attendance throughout to maintain security of the building. However, the responsibility for personal belongings will remain with the Hirer.

For an event solely inside, i.e. tap dancing, scouts, there may be an option for the caretaker to open and close the building; this will be forfeited the first time the Hirer is known to leave the building unattended and will be at the discretion and decision of the Parish Council.

Please refer to Section 9 re Security

A member of Parish Council staff will attend to lock and secure the facilities at the end of the booked time.

Emergency contact details will be displayed within the building.

The Hirer should ensure that users keep to the agreed booking time. Any extra time will be charged for at the rates detailed in Item 2.

7. Use of Kitchen

This is included in the hiring charge.

On vacating the facilities the Hirer is required to check the following:-

- a) All crockery and cutlery is washed and stored away as found in the cupboards.
- b) All surfaces have been wiped clean.
- c) All electrical equipment is unplugged and switches are in the 'off' position.

Tea Towels / Rubbish bags

Black rubbish bags will be supplied for the Hirer/users and will be left with the cleaning equipment in the kitchen. A maximum of two black bags will be accepted, which must be left tied and ready for disposal in the kitchen, except by prior written arrangement with the Parish Council.

In the circumstances that the hiring is to be a larger event whereby additional bins and or/a skip is required, then agreement and permission will be required from the Parish Council. All additional costs for bags, bins and skips for the disposal of the rubbish will be passed on in full to the Hirer.

Tea towels will not be provided by the Parish Council for the booked event, so it would be appreciated if the Hirer brings its own to meet its needs.

NO CHILDREN are allowed in the kitchen

8. Smoking

The Council Premises is a "**No Smoking**" area.

9. Alcohol

The facilities are **NOT** licensed for the sale of alcohol. See Item 4 – Permitted Use

10. General Security and Use of Premises

The responsibility for general security of the Community Hall and its facilities during the time of a booking is the responsibility of the Hirer. Any damage or breakages will be charged to the Hirer. The Hirer must be present and responsible for all activities in the facilities while they are on hire.

For certain hirings that involve the Hirer not being in the building for the whole of the hiring period – please see condition as detailed at Item 6: Opening and Closing – the Parish Council Caretaker will, upon instruction from the Hirer, lock and unlock the external doors and public areas (hall and toilets) of the building during the hiring period; however, the security of all personal belongings remains with the Hirer. A key for the individual changing room(s) will be given to the Hirer at the time of use, whose responsibility it will be to lock the room(s). This key will be returned to the Caretaker at the end of the period of Hire – a signing sheet for the key will be required to be completed by the Hirer. The Parish Council will not accept responsibility for any loss or damage to the Hirer's personal belongings.

Please refer to Item 6 re Opening and Closing

A copy of the Hirer's public liability insurance will be required for all bookings involving groups/teams and members of the public with the exception that the hire is for a private party.

A copy of a risk assessment for ALL (public) event hirings shall be provided to the Clerk to the Parish Council – no later than two weeks prior to a given event.

In the event that the requested information is not provided, the Parish Council reserves the right to cancel a booked event at any time.

11. Preparation of the Facilities

Please detail on the booking form any requirements for the number of tables/chairs etc. required and also any instructions for the arrangement of this furniture etc. The Caretaker will be responsible for preparing and cleaning the facilities but it is expected that they are left in the condition as found on the commencement of the hire period. To enable this, the Parish Council has provided cleaning equipment in the kitchen; please return the equipment to its original position.

12. Action in the event of a fire

Please make sure that all users are aware of the information contained in the attached '**Action to be taken in the event of a Fire.**'

13. First Aid Equipment

The First Aid Box is located in the kitchen.

14. Complaints

Any complaints should be directed to the Clerk of the Council, Mrs Fiona Palmer, at the Parish Council Offices, Hillside, Castle Donington, DE74 2NH, telephone 01332 810432, email: clerk@cdpc.org.uk

ACTION IN THE EVENT OF A FIRE

IF YOU DISCOVER A FIRE

ACTION 1 Notify all occupants of a Fire by use of the Fire Alarm

ACTION 2 Attack the fire, only if safe and trained to do so, with appliances provided but **DO NOT** take personal risks

ON HEARING THE FIRE ALARM

ACTION 3 a) The Hirer or Caretaker will call the Fire Brigade immediately by dialling **999**.
b) When Fire Brigade answers, give information distinctly i.e.

FIRE AT SPITAL PARK COMMUNITY FACILITY, THE SPITTAL, CASTLE DONINGTON, DE74 2NQ

c) **DO NOT** hang up **UNTIL** the address has been repeated by the Fire Brigade.

ACTION 4 All attendees will, on being told of a fire, leave the building by the nearest **FIRE EXIT** and report to the assembly point at the gates of the car park.

ACTION 5 Where practicable, each area will be checked and evacuated by the person designated. The Hirer is the designated person for their area.

REMEMBER

- A) REMAIN CALM - DO NOT PANIC.**
- B) DO NOT STOP TO COLLECT PERSONAL BELONGINGS.**
- C) DO NOT RE-ENTER BUILDING UNTIL THE ALL CLEAR IS GIVEN BY THE FIRE OFFICER.**
- D) SEE ATTACHED INFORMATION ON THE USE OF FIRE EXTINGUISHERS**

Hall and Equipment information

Community Room

Size 12 m x 8 m

Changing Rooms x 6

Referees' Rooms x 2

Chairs

11x red chairs
46 x brown chairs
5 x grey chairs
60 x blue chairs
40 x blue padded chairs

Tables

Blue topped solid tables x 6
Wood effect folding tables x 10

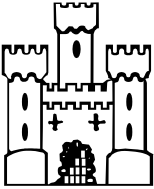
Screens

small room dividing screen boards x 3

Kitchen equipment

34 cups and saucers
32 small plates
16 dinner plates
1 x sugar bowl
49 x assorted mugs
24 x white mugs
14 assorted glasses
Various cutlery - knives, forks, spoons, tea spoons, etc
36 tumblers various sizes
2 x 1 litre jugs
1 x small tea pot
3 x large tea pots
1 x milk saucepan
1 x med saucepan
2 x large flask coffee pots
1 x small flask coffee/milk pot
2 x urn and kettle
1 x fridge

March 2010



CASTLE DONINGTON PARISH COUNCIL

Application for Hire of Spital Park Community Facilities

Full name of applicant (must be over 21)	
Full address including postcode	
Contact telephone numbers (mobile and land line)	Nature of Function & approx number of users
DATE OF HIRE	NOTE – Council staff will open and close the Rooms at the times or be in attendance throughout – See Item 4
OPENING TIME	CLOSING TIME

Sporting Non-sporting No Charge Special Rate Other

Community Room	Changing Rooms	Field/pitches (no's)
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PAYMENT – All payments to be paid in full before the event
 Cheques made payable to **Castle Donington Parish Council**

TOTAL ROOM HIRE PAID

A RETURNABLE £50.00 DEPOSIT IS REQUIRED FOR ALL ACTIVITIES, EXCEPT FOR A LICENSABLE ACTIVITY WHERE THE DEPOSIT WILL THEN BE £200.00. THIS IS REQUIRED IN ADDITION TO THE BOOKING FEE WHICH WILL BE BANKED.

A CHEQUE FOR THE RETURN OF THE RELEVANT DEPOSIT WILL BE SENT TO YOU BY POST AFTER THE EVENT IF THE VENUE IS LEFT IN AN ACCEPTABLE CONDITION.

I hereby agree to abide by the Conditions of Hire

Signature of Applicant Date

Signature of Booking Officer..... Date

Office Use Only

Deposit Paid	£.....	Deposit Banked
Hire Paid	£.....	Hire Banked
Other	£.....	Deposit returned
TOTAL	£.....	COMPLETE

Castle Donington Parish Council

Spital Community Facilities Letting Fees – 2010-2011

Fee schedule – per session – VAT as detailed

All bookings **within** the Parish for Sports Facilities

Individual bookings – Room Hire and field use is plus VAT

Football/Rugby £50.50

Block bookings of 10 or more – Room hire is plus VAT and field use is VAT exempt (split of 20% for room hire, 80% for field use)

Football/Rugby £47.50

All bookings from outside of the Parish for Sports Facilities

“Within the Parish” charges plus 10%

Football/Rugby (One-off, outside of Parish) £55.50 plus VAT

Soccer Schools (building used) £21.00

Football/Rugby Training (building used)
1 Hour or part thereof £21.00

Junior Matches (building used) (inside Parish)
Inc. Under 18's £21.00 (block booking policy split VAT
otherwise VAT on full amount)

Junior Matches outside of Parish & one-off booking £23.10 plus VAT

Children's Parties (Community Room)
4 Hours hire minimum £25.00 plus VAT

Hire of Community Room including kitchen
Per Hour – One-off booking
2 Hours hire minimum £11.50 inclusive of VAT

Hire of Community Room including kitchen
Per Hour – Regular booking
2 Hours hire minimum £11.00 inclusive of VAT

Hire of Community Room including kitchen
Friday/Saturday evenings
(6 hours up to midnight) £113.00 plus VAT plus £200 indemnity

Floodlights – per Hour
(50% reduction for non-commercial Junior Clubs) £15.00

Cancellation by any Club £11.00

VAT is currently 17.5%

ALL bookings are subject to a returnable deposit of £50, except in the case of a “Licensable Activity”, for which the deposit will be £200 (see Condition of Hire, Item 4).

ALL bookings are subject to a Booking Fee as detailed above.

ALL Block Bookings of 10 events or more – Building hire is plus VAT and Field use is VAT exempt (split of 20% for room hire, 80% for field use)

In certain circumstances the Parish Council reserves the right to waive the above charges or to refuse the hire of some or all of the facilities.