



Clerk: Stewart Wilks, Parish Council Office, R/o Parish Hall
Church Road, Harlington, Dunstable, Beds LU5 6LE
Tel: 01525 875933
Email: Clerk@harlington-pc.gov.uk

Chairman: Cllr M Harris

Dear Hirer,

Thank you for your interest in booking exclusive use of the Parish Hall. This document contains all of the relevant forms that need to be completed and returned by Email to enquiries@harlington-pc.gov.uk, or by post:

Booking Agreement – The form requires signatures on pages 3 and 7. The completed and signed form must be returned to enable the booking to be confirmed.

At the end of your booking return any hall keys in your possession through the office letter box.

Payment – If you are making a NON regular booking, once your booking is confirmed, you will be emailed an invoice and you are required to make payment for the booking via contact with the Clerk or as noted on the invoice

Special Conditions of Hire During COVID-19 Part 1 – These conditions need to be adhered to, an acknowledgement needs to be signed and returned before the booking can be confirmed.

Hirer's Risk Assment

Parish Hall (exclusive use) Hire fees:

DAYS	TIME	RESIDENTS (£ PER HOUR)	NON RESIDENTS (£ PER HOUR)
Monday – Thursday	0900 – Midnight	8	12
Friday	0900 – 1800	8	12
Friday	1800 - Midnight	18	27
Saturday	0900 – Midnight	18	27
Sunday (By arrangement)	1300 - Midnight	10	15

Residents must have an address within the village or be part of a Harlington organisation, if not, they are classed as non-residents.

If you require any further information or have any queries regarding any of this information, do not hesitate to contact us by email at enquiries@harlington-pc.gov.uk or by telephone on the number above.

HARLINGTON PARISH HALL BOOKING AGREEMENT

CONDITIONS OF HIRE

1. All charges must be prepaid, in advance of the event.
2. Monthly accounts can be arranged for regular bookings. Minimum booking for the whole of the Parish Hall is one hour and in complete hour increments thereafter.
3. THE HIRER shall be responsible for the proper and orderly use of premises and shall be liable for any damage incurred during the hiring period.
4. THE HIRER shall observe the necessary safety regulations, also the requirements of the Betting, Gaming and Lotteries Laws and the Licensing Laws. No intoxicating liquor may be bought, sold or consumed on the premises without prior permission when booking is made. The Hirer is responsible for obtaining a Temporary Event Notice ("TEN's"), if this is required.
5. The Parish Hall is NOT licensed for MUSIC and DANCING.
6. THE HIRER shall be responsible for reading the attached Emergency Plan and ensuring others are aware of the details. Wheelchair user access and exit is via the West Room.
7. THE HIRER shall be responsible for leaving the premises in a clean and tidy condition; shall replace furniture temporarily moved; shall ensure that water, lighting and heating (as indicated by notices) are secured; shall ensure that all doors and windows are shut and car park gates are shut. **If the premises are not left in a clean and tidy condition, the Council has the right to engage external cleaners with the cost being born by the hirer.**
8. NO RUBBISH, LITTER OR SURPLUS FOOD to be left on the premises. BROKEN GLASS must be cleared up and disposed of safely.
9. NO DOGS ALLOWED ON THE PREMISES (*except assistance dogs*).
10. IT IS AGAINST THE LAW TO SMOKE ON THESE PREMISES.
11. Harlington Parish Council will not accept any responsibility for items left on the premises.
12. Harlington Parish Council officers and councillors shall be allowed access to the premises at all times.
13. Harlington Parish Council reserves the right to refuse or cancel any letting without incurring liability for compensation. Cancellation (of less than 7 days) by Hirers may incur a charge of 50% of the hiring fee.
14. No liability can be accepted by the Parish Council for property of hirers and their guests or others brought onto the grounds by them. The Hirer will be held liable for any damage to premises, grounds and any equipment and plant caused by neglectful or wilful action of the Hirers, their guests or others and will be liable for costs of repairs or replacement. Cars and other vehicles left at grounds of the Parish Hall are left at risk of owners or users.
15. The hiring of the Parish Hall shall not be deemed to be completed until THE HIRER has signed acceptance of these conditions, which shall not be interpreted as establishing a landlord/tenant relationship.
16. When the car park is full, cars should be parked in the Village Car Park (opposite Carpenters Arms).
17. Claims Following Death or Injury: The hirer will be responsible for all costs, expenses, settlements and awards of damages etc in respect of the death of or injury to any person arising out of or in connection with the use by the Hirer of the hall.
18. PUBLIC SAFETY NUMBERS:
The Fire Service approved maximum capacities are as follows:
West Room 98, Middle Room 106, East Room 64.

19. ACCIDENTS AND DANGEROUS INCIDENTS:

A first aid box is available in the kitchen for minor injuries.

For more serious injuries advice may be sought from NHS 111 (Dial 111)

For emergencies - Dial 999 and give the address:

A defibrillator is located outside on the wall to the left of the main entrance.

20. **Sunday bookings should be aware that the Church must sanction the booking and will retain access right to use the toilet facilities and have priority in the Parish Hall Car Park.**

Hirer's Name:

Organisation Name (if applicable).....

Billing Address:

Email:

Tel: Mobile:

I confirm that a TEN's licence will/will not* be required (*Delete as appropriate)

If required a copy of the licence will be produced on collection of the key.

Events with alcohol, regulated entertainment lasting under 168 hours need a temporary event notice (TEN). A

TENs licence must be obtained from Central Bedfordshire Council or from the following link

https://forms.centralbedfordshire.gov.uk/officeforms/Temporary_event_notice.ofml

I consent to the Council engaging external cleaners with the cost being born by me (the hirer) if the premises are not left in a clean and tidy condition.

Hirer's Signature

KEY COLLECTION. IT IS THE HIRERS RESPONSIBILITY TO COLLECT A KEY. A KEY MAY BE COLLECTED UP TO TWO WORKING DAYS PRIOR TO YOUR BOOKING EVENT. OFFICE HOURS ARE MONDAY TO FRIDAY 9AM TO 2PM

For HPC Office use only:

licence seen by: Date:

BOOKING – REQUESTED DATE(S)

Date required:

Hours:

Purpose:

[illegible]

Future booking can be made up to three months in advance

The hirer needs to appoint a person to take responsibility in the case of a fire and that person should familiarise themselves and members of their group as to the position of all fire exits.

IN THE EVENT OF A FIRE

1. If you discover a fire, raise the alarm by shouting 'Fire' and activate the fire exit alarms located in the exit lobbies of all rooms by pushing the button. Ensure the appointed person of the group is aware of the situation.
2. Only tackle the fire if it is safe to do so and you have the correct type of extinguisher available and you are confident in its use. However, fire fighting is always secondary to life safety. **DO NOT PUT ANY PERSONS AT RISK.**
3. Appointed person to telephone the Fire brigade
4. Appointed person to evacuate via the closest fire exit shown on the Plan. All emergency doors push outwards.
5. **DO NOT** stop to collect personal belongings
6. All evacuated persons to meet at the assembly point (St Mary's Churchyard behind notice board)
7. The Appointed person must ensure all persons from their group accounted for - details of any missing persons to be given to the Fire Brigade
8. **DO NOT** re-enter the building until told it is safe to do so
9. In the event of the fire exit alarms being activated in error, turn the knob to turn the alarm off

INFORMATION CHECKLIST FOR HIRERS

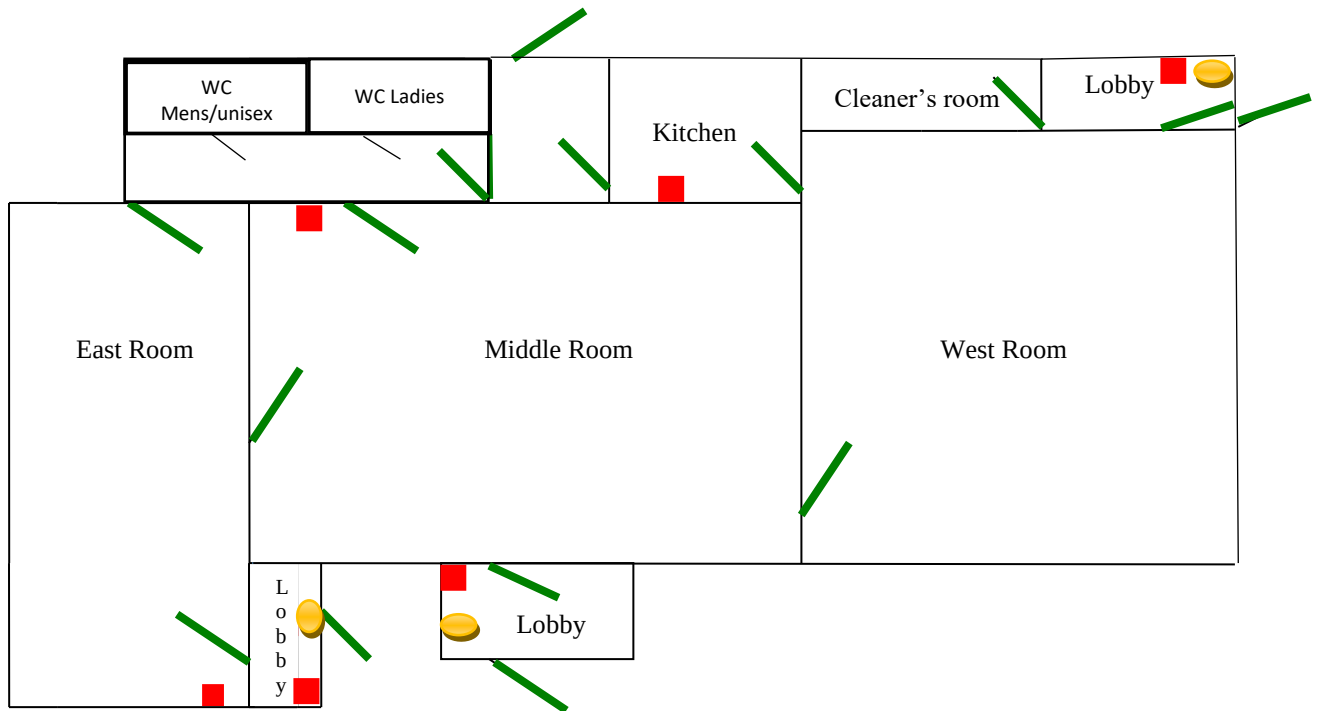
Before admission of attendees

1. All exit doors and the push-bar mechanism are tested and in good working order
2. Escape routes are free from obstruction and available for use
3. Any fire doors are closed and not wedged or propped open
4. Fire fighting equipment is in place and unobstructed
5. Exit signs are in a good condition and undamaged
6. There is no obvious fire hazard in, or near, the building

Please note

1. No glitter or gloopy materials are permitted in any of the rooms
2. If available the Go-Pak tables may be used - the trolley must not be moved from the West Room
3. If the tables (which are stored in a Go Pak trolley in the West Room) are required into other rooms, they must be lifted out of the trolley. The trolley must not be moved from the West Room as it causes damage to the carpet threshold
4. Room temperatures can be adjusted to suit, by turning the radiator knobs, Thermostat control covers on the walls should **NOT** be tampered with or removed.
5. The exit doors are all 'self locking' once pulled closed, no need to turn the key in the lock to secure it. Please remember to place your borrowed key into the office letter box (the office is located at the back of the Parish Hall)

Emergency Plan - Parish Hall



(This drawing is not to scale) **Assembly point: St Mary's churchyard behind notice board**

Key:

— Fire exits
 ■ Fire extinguishers
 ● Fire exit alarms

Approximate room sizes

West Room 9m x 5.5m

Middle Room 9.7m x 5.7m

East Room 8.1m x 4m

In order to ensure the risk of fire is reduced, hirers are asked to ensure that:

- Naked flames are kept to a minimum and are not placed near flammable materials
- Paper decorations are not hung near or over heaters
- All packaged foodstuffs, litter, waste and decorations be removed from the premises at the end of the booking
- Any equipment stored in the hall (with prior permission) must be non hazardous, kept locked away and the area kept tidy
- All internal doors be closed when leaving the premises
- They are aware of the positions of the fire extinguishers in the rooms and that they report any missing or misused fire extinguishers to the Parish Office (tel 01525 875933) after each booking

Special Conditions of Hire during COVID-19 – PART 1

Whilst the Government has signalled the ending of Covid restrictions as of 24th February 2022, we ask that you read and take note of the safety guidance below and read appendices E, F and G that can be found on the Parish Council website <https://harlington-pc.gov.uk/the-parish/parish-hall/>

Harlington Parish Council will continue to follow Covid-19 guidance from ACRE (Action with Communities in Rural England) and BRCC (Bedfordshire Rural Communities Charity).

For the consideration of other hall users we encourage the wearing of masks inside the building unless otherwise exempt.

Living with Covid - 19

The Government announced on 21st February that Plan B restrictions would be lifted on 24th February. Full details are here: [COVID-19 Response: Living with COVID-19](#). The guidance for individuals has been updated: [Coronavirus: how to stay safe and help prevent the spread](#).

- While there will no longer be a legal requirement for those who have tested positive to self-isolate for a week, those who have symptoms are still encouraged to obtain a PCR test.
- Until 1st April employers will need to continue to consider COVID-19 in their risk assessments. After 1st April employers will instead be advised to continue to consider the needs of those at greater risk from COVID-19.
- New public health guidance will be issued from 1st April in order to encourage safer behaviours, replacing the "Working Safely" guidance.

For Village and Community Halls: It is more important than ever that vulnerable people, those who feel more cautious and those who have suffered as a result of isolation during the last two years feel confident using village and community halls, in order to improve mental health and wellbeing. This is particularly important for their usual, regular activities. Consequently, we encourage halls to ask users to follow the principles below. This information replaces the Covid-19 ACRE Information Sheet for Village and Community Halls and is accompanied by shortened versions of the following Appendices.

Appendix E: Special hire conditions

Appendix F: Sample Covid 19 Risk Assessment for halls

Appendix G: Sample Covid 19 Risk Assessment for hirers

Key principles:

1. People should stay at home if unwell.
2. Those who have recently had COVID-19 should not attend the hall until either a week has passed and they no longer have a temperature or they have two negative lateral flow tests on days 5 and 6. They should inform their close contacts and avoid contact with anyone in an at risk group. Contacts of people with COVID-19 are asked to take extra care, following general guidance on safer behaviours. Routine contact tracing ends on 24th February.
3. Let fresh air in if meeting indoors. Opening a window for ten minutes helps.
(This has also been shown to reduce risk of catching other airborne diseases such as flu).
4. Continue to wear a face covering in crowded and enclosed spaces, especially where you may come into contact with other people you do not normally meet and when rates of transmission are high.
5. Clean your hands often, avoid touching your face, nose or eyes. "Catch it, bin it, Kill it".
6. Maintain social distancing as far as possible from anyone you do not have regular contact with. Respect the fact that others may wish to take a more cautious approach.
7. If a more crowded event is likely to take place, eg a wedding reception with dancing, hirers can be encouraged to ask everyone to take a lateral flow test beforehand, as recommended in the "How to Stay Safe" guidance.

I acknowledge the details above relating to covid 19 and will read and abide by appendices E, F and G which are found on the Parish Council website or available from the council office.

Hirer's Signature