



INGATESTONE & FRYERNING COMMUNITY ASSOCIATION CIO

7 High Street, Ingatestone, Essex CM4 9ED

Tel: 01277 352064

Email: welcome@ifcc.org.uk

Website: www.ifcc.org.uk

Established 1862

INGATESTONE COMMUNITY CENTRE

GENERAL RULES GOVERNING THE USE OR HIRE OF THE COMMUNITY CENTRE

INTRODUCTION

Use of the Community Centre and its facilities is subject to the following rules and in the case of hirers, to certain standard conditions incorporated in the hire agreement. The user / hirer shall be a *temporary responsible* person for the event / function and has legal duties with regards the safety of those persons assisting or attending the event.

1 Applying to use the Centre

- 1.1 Applications for the use / hire of the Centre shall be made to the IFCA (hereinafter "The Association") office.
- 1.2 The Association reserves the right to refuse any application for the use of the Centre facilities, providing that the reason for doing so is reported to the next meeting of the Association's trustees.
- 1.3 All arrangements for the use of the Centre facilities are subject to the Association reserving the right to cancel bookings when the premises are required for use as a Polling Station or are rendered unfit for their intended use.
- 1.4 The Association's affiliated user groups shall normally have priority use of its facilities, but all arrangements to hire facilities made with outside bodies and individuals shall be honoured by the Association, except as provided in 1.3 above.

2 Cancellation

Cancellation of a booking must be made in writing directly to the Association office. Cancellations less than seven days before the date of hire will result in loss of 50% hire fee.

3 Hours of opening

Facilities at the Community Centre are normally available for the use of its members and of outside hirers between the hours of 9.00am and 11.00pm on Sundays-Thursdays and between 9.00am and 11.00pm on Fridays and Saturdays. The facilities shall be closed on Christmas Day. In exceptional circumstances these hours may be extended on application to the Association.

4 Maximum Capacity

- 4.1 *Main Hall* – The main hall has a maximum capacity of 200 seated (theatre style), 120 (for quizzes, functions, exhibitions etc. that use a significant number of tables) and 50 for activity classes (such as aerobics, dance etc.) and on no account shall these figures be exceeded.
- 4.2 *Committee Room* – The maximum capacity is 25 people (theatre style).
- 4.3 *Dressing Room* – The maximum capacity is 25 people for meetings (and up to 50 for stage shows).
- 4.4 *Snooker Room* – The maximum capacity is 25 people.

5 Fire and Safety

- 5.1 Any conditions attached to the Centre's Premises Licence No. PRM_538 (issued under the Licencing Act 2003), stage play and other licences shall be observed. Nothing shall be done which will endanger the users of the building and the policies of the insurance relating to it and its contents.
- 5.2 In particular;
 - a) Obstructions must not be placed in gangways or exits, nor in front of emergency exits which must be immediately available for public egress;
 - b) In order to comply with clause 4 above, users shall undertake a count of the number of people present.
 - c) The First Aid box shall be readily available to all users of the premises. A report shall be completed



Established 1862

- and the Association shall be informed of any accident, injury or near-miss occurring on the premises;
- d) Performances involving danger to the public shall not be given;
 - e) No additional electrical equipment shall be brought onto the premises without obtaining permission to do so. Any electrical equipment used within the premises must be satisfactorily tested for safety and the appropriate documentation available for inspection on request. Electrical sockets must not be overloaded and circuit breakers must be used. The Association reserves the right to refuse the use of any equipment that does not comply with the aforementioned;
 - f) No open fires or candles shall be used on the premises;
 - g) Oxidising or highly flammable substances or pyrotechnics shall not be brought into or used within the premises. No internal decoration of a combustible nature (e.g. polystyrene, cotton etc.) shall be undertaken or erected without the consent of the Association;
- 5.3 Users shall comply with the following in respect of fire safety ;
- a) Familiarise themselves with the separate *Fire Instructions* sent with the booking and on display on the premises;
 - b) Familiarise themselves with the layout of the Centre in particular the location of fire exits
 - c) The emergency lighting (provided over each fire exit) supply must be turned on during the whole time the premises are occupied, and must illuminate all exit signs and routes;
 - d) Users are expected to co-operate in any fire drills which may be arranged in order to familiarise users with the fire instructions and evacuation procedures;
 - e) Fire apparatus shall be kept in its proper place and only used for its intended purpose;
 - f) Users must ensure there is no smoking anywhere on the premises (there is a smoking bin outside the foyer);
 - g) Users shall ensure there are sufficient adults present who will act as fire wardens and ensure the safe evacuation of attendees in the event of a fire alarm (also see supervision);
 - h) Ensure that at the beginning of any sizeable event open to members of the public, many of whom may be unfamiliar with the building, an announcement is made in respect of 'no smoking', evacuation in the event of the fire alarm (a continuous high pitched screech) or other emergency, the location of the fire exits, the assembly point
 - i) Ensure that for events such as markets / jumble sales with visitors coming and going throughout, stallholders, marshalls or other identified responsible people to be made aware of the fire instructions and what to do in the event of an emergency so they can assist the public
 - j) The Fire Brigade shall be called to any outbreak of fire, however slight, and details of the occurrence shall be given to the Association;
 - k) Ensure that all those attending as part of a function or events are safely escorted from the premises in the event of evacuation, with particular care taken to help children and those with disabilities.
 - j) Any Fire alarm will be investigated by a member of the Association office team, bar staff or coffee kiosk attendant.
- 5.4 Unless agreed as part of booking, hire of the hall does not allow access to the stage, the dressing room and the tea bar in the hall or the main kitchen.

6 Supervision

- 6.1 The temporary responsible person of an event shall not be under 18 years of age and shall be on the premises for the duration of the activity / event. He /she shall not be engaged in any duties which prevent him /her from exercising general supervision.
- 6.2 When the premises or any part of them are used for the purposes of public entertainment and up to 100 persons are attending the event, there shall be a minimum of two persons on duty, both of whom shall be 18 years or older. Where over 100 people are attending there shall be three attendants. Where the majority of those attending are less than 16 years of age and when many people with disabilities are expected to attend the number of adult attendants should be increased. All persons on duty shall be informed of the procedures for fire and evacuation of the premises and shall familiarise themselves with the fire-fighting apparatus provided.
- 6.3 The temporary responsible person shall supervise the behaviour of others so as to prevent anti-social or dangerous behaviour or unauthorised access to other parts of the Centre, in particular; the stage, dressing rooms, tea bar and main kitchen.



7 Safety of Young Children and Vulnerable Adults

- 7.1 For all bookings involving children or vulnerable adults, except private parties where the hirer is a family member, the hirer is required to have their own safeguarding policy and must ensure that those who work with young people or vulnerable adults hold a current Disclosure and Barring Service (DBS) certificate. When requested, the hirer must provide the Association with a copy of the Safeguarding Policy and evidence of the DBS certificate(s).
- 7.2 It is the hirer's responsibility to ensure that any activities for children, young people and adults at risk are only provided by fit and proper persons in accordance with the Children Act 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006, and any subsequent legislation, and that such persons are at all times in attendance when young children are on the premises. All reasonable steps must be taken to prevent harm, and to respond appropriately when harm does occur. Relevant concerns must be reported.

8 Supply of Food

- 8.1 The Association's Caterer is responsible to the Association for hygiene matters in the Kitchen.
- 8.2 Only persons who are food handlers within the meaning of the Food Hygiene regulations and who have satisfactorily undertaken any relevant training required by the Environment Health Department shall be permitted to handle and prepare food on the premises. Such persons shall at all times observe the Code of Conduct displayed in the kitchen.
- 8.3 The Association has its own in-house caterer. Arrangements for the provision of catering on the premises for outside hirers may be permitted on request to the Association.
- 8.4 Sections and user groups may (subject to requirements of clause 8.1 and 8.2 above), provide their own catering and following agreement with the Association caterer, utilise the Association kitchen for such a purpose.

9 Intoxicating Liquor

The sale of alcohol on the premises is controlled under the Association's Premises Licence No. PRM_538. No alcoholic beverages are to be brought onto the premises for sale or consumption. Requests for Bar facilities shall be made at the time of booking to the Association's licensed contractor. Alcoholic beverages may be purchased at the Centre bar by those adults attending a function / event. Licensed hours are as follows:

Monday to Thursday and Sunday, 11.00 to 23.00 hours
Friday and Saturday, 11.00 to Midnight
Christmas Eve and New Years Eve, 11.00 to 01.00 the following day.

10 Music at the Centre

The premises are licensed with the Performing Rights Society, (to perform at the premises) and user groups may perform under this licence. Each group will need, however, to pay any show Royalties due for each performance. Any PPL licence (to play recorded music at the premises) held by the Association does not cover third parties using the premises and therefore user groups who are not using royalty free music will need to obtain their own licence. For private events where the audience is entirely comprised of friends and/or family members (e.g. birthday parties, weddings, funerals), a music licence is not required.

11 Betting, Gaming and Lotteries

Nothing shall be done on, or in relation to, the premises in contravention of the law relating to betting, gaming and lotteries and the organisers of any event shall ensure that the requirements of relevant legislation are strictly observed.

12 Stage lighting

The use of stage lighting equipment is not included within the normal hire agreement terms, the use of which is available only by special arrangement with the Association.

13 Storage

Users / hirers shall obtain permission from the Association before goods or equipment are left or stored on the premises.



14 Loss of Property

The Association cannot accept responsibility for the damage to, or loss of users' property or effects.

15 Car Parking

Cars shall not be parked so as to cause obstruction at the entrance to, or exits from the Centre. Special arrangements may be made with the Association for parking to unload equipment etc. Cars may be parked within the spaces provided within the terms and conditions applicable at the time.

16 Nuisance

- 16.1 Users and hirers shall ensure that noise levels do not interfere with other activities in the Community Centre or cause inconvenience or nuisance to the occupiers of nearby houses or property. Particular care should be taken to ensure that pedestrians and car users leave quietly at night.
- 16.2 Users/ hirers shall check that noise is not excessive and take appropriate steps to reduce noise levels and/or mitigate its escape
- 16.3 Dogs shall only be permitted on the premises in the following circumstances:-
- a) guide dogs for the blind or visually impaired.
 - b) in connection with organised events such as dog shows or training.
 - c) if accompanying members in the lounge / bar, where such members are responsible for ensuring that animals are kept under proper control.
- 16.4 The user / hirer shall take all reasonable measures to ensure no litter is left on the premises, its frontage, the car park or any other area (smoking related bins are located outside the foyer). This is a non smoking premises.

17 Cleaning and Security

- 17.1 Users shall ensure furniture and equipment (especially trestle tables) is clean and put away at the end of the event in their original location and are responsible for securing all windows and doors and turning off internal lighting. A broom, dustpan and brush can be found inside the main hall by the entrance to the tea bar. Users shall provide their own cloths and sanitising products for cleaning of trestle tables.
- 17.2 Glassware from the bar should be returned there.
- 17.3 All rubbish should be securely bagged and placed in the general waste bins (located in the car park at the rear of the hall) before departure. A key to the bins is available from the bar and should be returned after use.

IF YOU HAVE ANY QUERY SURROUNDING THESE RULES PLEASE CONTACT THE ASSOCIATION OFFICE AT THE ABOVE ADDRESS OR E-MAIL welcome@ifcc.org.uk