

Premises User Agreement for Signal Box Room Hire

Standard Conditions of Use

Definitions

- For this agreement the term “User” shall mean an individual user or, where the “User” is an organisation, that organisation.
- “CBVT” means The Churchill and Blakedown Villages Trust.
- The “Premises” includes the Signal Box and the Memorial Wildlife Garden (everything behind the padlocked gate).
- “Booking” means the contract between the User and The Churchill and Blakedown Villages Trust as detailed on the booking form.
- “User period/Period” means the date(s) and time(s) reserved by the User on the booking form.
- “Function” means the event for which the hall was booked by the User and detailed on the Booking Form.

User Agreement

CBVT permits the User to use the Premises for the Function and for the Period described on the booking form. The Booking form is part of this Agreement. The User Agreement includes both the details on the Booking form and all the Conditions of Use set out below and the Fire Emergency Plan for the User (Appendix 1).

The User shall not, and will not, use the Premises for any purpose other than that permitted under the User Agreement, without obtaining the prior consent of CBVT. The Premises may not be used for purposes which will bring this organisation into disrepute. No exclusion of any term or condition can apply unless specifically granted in writing. CBVT reserve the right, in circumstances of emergency, to cancel any booking at short notice and that they are NOT responsible for any loss, damage or inconvenience caused by the cancellation. CBVT has the right to amend these conditions by giving notice in writing to the User in advance.

Supervision

The User accepts responsibility for always overseeing and being present on the Premises during the User Period and for ensuring that all terms and conditions of the Agreement are complied with.

Where the User is an organisation, the User agrees to nominate a person to undertake this role and provide their name and contact details as required on the booking form. The User, during the Use Period, will be responsible for the care and protection from damage of the Premises and contents and for the behaviour of all persons using the Premises. All children/vulnerable adults must be always supervised by a responsible adult and cannot use the kitchen or lift facilities without the responsible adult being present. The responsible adult will be named on the Booking Form.

Contact : Louise Harris – Clerk to the Trust - 07828 335949

Email – clerk@churchillandblakedown-pc.gov.uk

Specific Use of the Premises

Access to Signal Box Premises

Access to the Premises is via a padlocked gate from the footpath on Mill Lane. There is no parking at the Premises.

DO NOT PARK ON THE GRASS OR PAVEMENT OUTSIDE THE SIGNAL BOX PREMISES. If it has been found that you have damaged the grass, you will be charged to correct this. There is on street parking on Sculthorpe Road (1 minute walk from the Signal Box), and there is parking on Station Drive (1 minute walk from the Signal Box); please check the time limits and note that all cars are left at their own risk. Please beware that if you park on Station Drive, you will have to cross the railway line and may be delayed in getting across if the barriers come down to allow the train to pass through. All Users cross the railway line at their own risk.

Padlocked Gate & Key Safe

- The code to the gate and key safe will be given to you when you have signed and returned this User Agreement to the clerk.

Codes, Keys & key safe

Access codes that are given to the User/Supervisor shall be kept confidential and not shared with a third party or any other function members. Any keys that are removed from the Key Safe by the User are solely the User responsibility. The keys must not be used by anyone else. No copies of the keys are to be made. If any Signal Box keys are lost, then this must be reported to the CBVT clerk immediately and a cost will be charged to the User for new ones to be supplied. All keys must be returned to the Key Safe after locking up the Signal Box at the end of the function and the Key Safe must be securely closed and the code scrambled before leaving the Premises.

First Aid Kit

A suitably stocked first aid kit is available for general use and is stored in the tall cupboard located in the toilet room. It is clearly marked.

Smoking/Vaping/E-cigarettes

Smoking/Vaping/use of E-cigarettes is NOT allowed in any part of the Premises (inside or outside of the Signal Box). If any User is found smoking or vaping or using E-cigarettes within the premises, that User will be expelled immediately from the premises and will not be allowed to use the premises again.

Alcohol

The consumption of alcohol in or around the premises is prohibited unless specifically authorised in advance by the CBVT.

Animals

No animals, except assistance dogs, are allowed to enter the facility unless specifically authorised in advance. No animals are allowed into the kitchen at any time.

User Hire Facilities

The Premises consists of a wildlife garden and Signal Box. In the Signal Box there is a meeting/function room upstairs and a kitchen and toilet downstairs. Please note the maximum number of users should not exceed 30 within the Premises. There is a lift installed in the Signal Box which allows individuals with mobility issues or those in wheelchairs to move easily between the ground and first floor.

Use of the lift

The lift is accessible for all. The instructions for use are in the lift, and the load should not exceed that specified within the lift. Do not allow children (under 16) to play in the lift. Children under 16 should always be accompanied by a responsible adult when using the lift. Only use the lift when there are more than two people in the Signal Box and one has access to a mobile phone. If the lift should malfunction whilst in use, please call 01889-584300, this is a 24hr call out service.

Noise/nuisance

The User must undertake to avoid noise and disturbance to neighbours during use and when leaving the Signal Box/Premises at the end of the hiring.

TV/ Film and Music Licence

CBVT does **not** have a TV licence for the Premises. Television programmes cannot be watched or recorded, as they are being shown on TV using any device. The Hirer is responsible for any fines resulting from any such activity.

Wi-Fi

The Signal Box meeting room does have access to Broadband. Should it be required for the function, please let the clerk know.

Use of portable electrical equipment

Please contact the clerk if you wish to use your own electrical equipment such as speakers and chocolate fountains.

General usage rules

Accidents and Damage

- The User must report any accidents involving injury to the public or loss or damage to the Premises or fixtures and fittings as soon as possible. This will be logged in an Accident Book held by the clerk so please ensure details are passed on asap.
- The User must make good or pay for any damages (including accidental damage) to the Premises or to the fixtures and fittings and for loss of contents.
- Any property belonging or brought on site by the User is the responsibility of the User and is not covered by the CBVT insurance.

Kitchen Use

The kitchen has limited facilities suitable for preparing hot drinks. It has a microwave, a kettle, an urn and a coffee machine. Only cold food, or hot food that is bought in is allowed to be consumed on the premises.

Waste

CBVT as hirers of the Premises, have a duty of care for the waste left by the Hirer. Please ensure that the waste is collected in a tied black bin liner and left downstairs in the kitchen area before leaving the Premises.

Cancellation Policy

Users must inform CBVT (clerk@churchillandblakedown-pc.gov.uk) as soon as they can, should they wish to cancel the use of the facility.

Contact Numbers on the Day of Use

The User must ensure a fully charged mobile number is available on the day of hire for use in the event of an emergency; this number is to be entered onto the Booking Form.

CBVT will provide a contact phone number to address any problems or queries on the day.

Privacy

CBVT collect data from the User via the Premises Booking Form to process the Booking and contact the User before and during the Use period, where necessary. The contact details of the User will be retained for a period of up to 3 months after the Use period. Any Personally Identifiable Information contained within the form will be stored in a secure place. The User's details will not be passed on to any third parties.

Public Liability/Insurance

The facility is insured for hire use.

Responsibilities at End of Use

The User is responsible for ensuring the Signal Box is tidied at the end of the Booking, the kitchen area is left clean and tidy (including having done any washing up and drying) and that ALL rubbish is tied up in a black bin liner and left in the kitchen.

All equipment, chairs and tables must be stored away tidily or left as found. Switch off all lights, and ensure all doors and windows are closed and the building is locked. Ensure all belongings have been taken.

Once all persons have exited the site, place the key securely in the key safe by obscuring the lock sequence and lock the padlock on the gate obscuring the code.