



East Hunsbury
Parish Council

Hunsbury Library
Overslade Close
Northampton
NN4 0RZ

Tel: 01604 708429

Email: clerk@easthunsburyparishcouncil.gov.uk

BOOKING FORM

Activity Room

HUNSBURY LIBRARY, OVERSLADE CLOSE, NORTHAMPTON NN4 0RZ

Total Hire Charge £

Paid: Chq Bank transfer Date:

Invoice no:

We accept payment by cheque made payable to East Hunsbury Parish Council, or by bank transfer quoting your invoice no as reference.

Date(s) of booking:

Description of activity:

Max. No. of people expected:

(maximum 15)

Time of Hire

(You must include your setting up and clearing away time within your hire time)

Hire rate: £10.50 per hour

The total payment for your hire must be received before your booking, or as agreed if hiring for a series of bookings – payment should be made by cheque or bank transfer to East Hunsbury Parish Council.

No person under the age of 18 may hire the room.

Bookings can only be made during operational opening hours of Hunsbury Library.

The room must be left in a clean and orderly condition at the end of your hire period.

East Hunsbury Parish Council accepts no responsibility for loss or damage of items during your hire of the room. You must be responsible for ensuring suitable insurance policies are in place to cover your activity.

Name of Hirer: _____

Address: _____

Postcode: _____

Phone no: _____ **Mobile No:** _____

E-mail: _____

Charity no (if applicable): _____

I confirm that I am over 18 years of age and have read and agree with the conditions of hire supplied with this form and will comply with them.

Please read the terms and conditions attached to this booking form - they form an important part of the contract for hire of the Activity Room.

As the hirer it is your responsibility to ensure your group/guests are aware of the fire exits and evacuation procedure. Please ensure that you make yourself aware of these procedures before your booking starts.

Signature: _____ **Print name:** _____ **Date:** _____

I/We in consideration of this application for hire being granted, agree to pay East Hunsbury Parish Council all charges, fees and other expenses incurred thereby, and to undertake and accept, abide by and conform to the terms and conditions of hire.

**Please complete and return to:
East Hunsbury Parish Council
Hunsbury Library
Overslade Close
Northampton
NN4 0RZ**

Tel: 01604 708429 Email: clerk@easthunsburyparishcouncil.gov.uk

USAGE TERMS AND CONDITIONS OF HIRE

We hope you enjoy the use of this facility. To ensure we are able to maintain these facilities to a high standard, it is the responsibility of the name hirer to ensure that the following terms and conditions are met. Failure to do so may result in the parish council cancelling any future bookings you have with us.

1. All applicants for the hire of the Activity Room ("AR") for one or more bookings must be in writing on the form attached and returned when completed before the desired day of hire to:

East Hunsbury Parish Council, Hunsbury Library, Overslade Close, East Hunsbury, Northampton NN4 0RZ.

The person who signs the application form is considered to be the hirer. Where an organisation is named in the application, that organisation shall be jointly and severally liable with the person who signs the form.

2. The **full** hiring fee must be paid at least 2 weeks before the day of your booking, unless you are making a block booking in which case the fee must be paid within 30 days of receipt of our invoice .
3. The Council may refuse any application to hire the room, and may cancel any hiring for either one or more bookings at least 7 days prior to the date on which the booking or the first such booking would take place. In such an event the Council shall not incur any liability to the hirer whatsoever, other than the return of any fee paid in respect of the cancelled booking.
4. The Hirer shall not sub-let the Activity Room. Should the Hirer do so or attempt to do so, the hire will be cancelled and the fees paid forfeited and the Hirer and sub-hirer excluded from the premises.
5. In the event of any urgent issue arising during your booking please contact the Parish Office immediately.
6. It is the hirers' responsibility to ensure that all users are made aware of the fire exits and procedures during an emergency.
7. Hunsbury Library is a no smoking area. "Vaping" is considered by East Hunsbury Parish Council to be a form of smoking and is also not allowed on site.
8. If you require items from the first aid kit during your booking please inform us at the end of your booking so that such items can be replaced.
9. The Room must be left clean and tidy after your booking. Chairs and tables used during the booking must be returned to their storage location and no litter must be left in the building.
10. East Hunsbury Parish Council do not provide cleaning products or materials (e.g. tea towels, dishcloths etc.). For health and safety reasons any cleaning products/materials left behind after your booking will be disposed of.
11. Please clean up any spillages as soon as they happen.
12. Please do not use blu-tac or tape on the walls. No nails, bolts, tacks, screws, pins or other objects shall be driven into the floors, walls or ceilings of the premises nor shall any machinery, placards, notices or other articles be fixed thereto
13. The hirer shall not make or suffer any unreasonable noise in the premises or the car park or so as to cause or in the opinion of the Council be likely to cause a nuisance or annoyance to the occupiers of any adjoining premises.
14. All electrical equipment brought into the premises by the hirer must have been given a certificate of safety by a suitably qualified electrical engineer, to comply with the Electricity at Work Act 1989. No person shall interfere with any electricity supply or bulbs and thermostats.
15. No parish council equipment may be removed from the premises. The Hirer shall take good care of and shall not cause any damage or permit or suffer any damage to be done to the premises or any part of parts thereof or to any fitting, equipment or other property therein and shall make good and pay for any damage thereto (including accidental damage) caused by any

act or neglect by the hirer, agents or any person using the premises during hire. Any damage must be reported to East Hunsbury Parish Council within 24 hours.

16. Under no circumstances will the Council make good or accept responsibility or liability in respect of any damage or theft or loss of any property, goods articles or things whatsoever placed, deposited, brought into or left upon the premises whether by the hirer for his use or purpose of any other person and the hirer must indemnify and hold the Council and its officers harmless in respect thereof.
17. The hirer shall be liable for and shall indemnify the Council in respect of any loss or injury which may be incurred by or be done or happen to the hirer or any person or persons in his employ or any of his subcontractors or by any or to any other person or persons resorting to the premises during the hiring.
18. The right of entry to the premises is reserved to any officer of the Council on duty or any police officer on duty at any time during the hire.

**Fire Action Plan
Activity Room, Hunsbury Library**

Who is responsible for Fire safety?

The person in whose name the booking has been made (the Hirer) will at any time take responsibility for fire safety.

Who will sound the alarm?

Anyone in the building, on discovering the fire, will sound the alarm via the nearest alarm panel.

Who will tackle the fire?

Only trained persons should attempt to tackle the fire with the appropriate extinguishers but only if:

- They feel confident to do so; and
- That by attempting to tackle the fire they will not put themselves or others at risk.

Who will call 999?

The Hirer will call 999, stating that there is a fire at: Hunsbury Library, Overslade Close , East Hunsbury, Northampton, **NN4 0RZ**.

Who is responsible for ensuring that the public evacuate the building?

The Hirer is responsible for accounting for their guests/group.

The Hirer will check that all guests/group members leave the building but only if it is safe for them to do so.

The Hirer should ensure that no one enters or leaves the site during the emergency until told that it is OK to do so by the fire brigade.

Who will assist disabled people in evacuating the building?

The Library has been built to be entirely accessible but the Hirer should offer any additional assistance required.

How will the guests/groups know what to do in the event of a fire?

All Hirers should ensure that their guests/group members are made aware of the evacuation procedure by pointing out the procedures.

In the event of an evacuation the meeting point is the car park, near the Church entrance.

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Please complete and return with your booking form.

I have received a copy of the Fire Action Plan for the Activity Room, Hunsbury Library and can confirm that I have read and understand the Action Plan.

Name

Signed

Date

FIRE SAFETY
ACTIVITY ROOM, HUNSBURY LIBRARY

Dear Hirer, Guests and Group Members,

Please read the following instructions carefully. This will help you in the event of a fire.

On hearing the fire alarm please leave the building immediately via the nearest available exit, these are all clearly signed. Your nearest exit will be the **Main Entrance**.



Then make your way to the Assembly Point that is located in the car park adjacent to the Church entrance.

You should be aware of where your nearest fire exit is located.

Notices are displayed within each area/room in the building showing where fire exits and assembly points are.



Do not leave the site until you have been authorised to do so by the fire brigade.