

SPROUGHTON PARISH COUNCIL

Documentation for Hire of the Tithe Barn, Sproughton, Suffolk, IP8 1AA

Terms & Conditions of Hire

Hiring Agreement

Fire Safety Guide

PA System Notes for Hirers

Details of Event Arrangements

Arrangements for the Sale of Alcohol

Standard Hire Receipt

**Short Hire Receipt Documentation for Hire of the Tithe Barn @
Sproughton, Suffolk, IP8 1AA**

Clerk:	Kirsty Webber 7 Glebe Close Sproughton Suffolk IP8 3BQ	Telephone: tba Email: SproughtonPC@gmail.com
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Sproughton Parish Council

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1. TERMS AND CONDITIONS OF HIRE

The following are the Terms and Conditions of Hire for rooms at the Tithe Barn ('the Premises') at Sproughton. (If the hirer is in doubt as to the meaning of the following, the Parish Clerk should immediately be consulted)

1.1. Definitions

1.1.1 "FUNCTION DATE" means the date of the function; within the required Hire Period.

1.1.2 "HIRE CHARGES" means the amount agreed for the hire of the Barn for the Hire Period (VAT not chargeable)

1.1.3 "HIRE PERIOD" is from the start time of hire to the end time of hire e.g. for a weekend wedding from 18:00 Friday until 14:00 Sunday on the weekend of the FUNCTION DATE.

1.1.4 "HIRER" shall mean an individual HIRER or, where the HIRER is an organisation, the authorised representative of that organisation. The person(s) hiring the premises who must be aged 18 or over.

1.1.5 "OWNER" means Sproughton Parish Council, Sproughton, Suffolk

1.1.6 "PREMISES" means the Tithe Barn, Lower Street, Sproughton, Suffolk and the surrounding designated area.

1.1.7 PREMISES SUPERVISOR shall mean the qualified person who is named by the Parish Council as being responsible for the day to day management of the premises.

1.2. Supervision

The HIRER will, during the period of hire, be responsible for: -

1.2.1 supervision of the PREMISES, including the fabric and contents

1.2.2 ensuring adequate adult supervision of persons under 18 using the contents

1.2.3 supervising car parking arrangements so as to avoid obstruction of the fire exits or footway

1.2.4 ensuring there is no noise nuisance

1.2.5 ensuring the availability of a working telephone to enable calls to emergency services

1.3. Use of Premises

The HIRER shall not use the PREMISES for any purpose other than that described in the hiring agreement and the event plan, shall not sub-let or use the PREMISES, or allow the PREMISES to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the PREMISES anything which may endanger the PREMISES or render invalid any insurance policies in respect thereof. The HIRER shall not use the PREMISES for any unlawful purpose or for any lewd or salacious purpose which could bring the Tithe Barn into disrepute.

1.4. Gaming, Betting and Lotteries

The HIRER shall ensure that nothing is done on or in relation to the PREMISES in contravention of the law relating to gaming, betting and lotteries.

1.5. Health and Hygiene

The HIRER shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. Where food is to be sold, the HIRER must hold a relevant qualification, a copy of which must be supplied to the Parish Clerk.

1.6. Electrical Appliance Safety

The HIRER shall ensure that any electrical appliances brought by them to the PREMISES and used there shall be PAT certified, safe and in good working order, and used in a safe manner.

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1.7. Decoration

Nothing must be fixed to the walls, roof or any other surfaces, on either a permanent or temporary basis other than via existing nails. No confetti or foil decorations to be used.

1.8. Public Safety Compliance

The HIRER shall comply with all conditions and regulations made in respect of the PREMISES by the Fire Authority, Local Authority, Local Magistrates' Court or otherwise.

1.8.1 For any public event, 2 stewards must be designated and readily identifiable to the public

1.8.2 Stewards must know the location of the fire exits and first aid equipment.

1.8.3 If there are to be more than 100 people then an additional steward must be designated for each 50 people over 100 e.g. 6 stewards for 300 people.

1.8.4 If there are more than 150 people then one of the stewards must hold a valid certificate of competence in first aid work.

1.8.5 Fire doors must be kept closed for the duration of the event/s

1.9. Equipment & Property

Any property of any nature brought onto the PREMISES by the HIRER, their employees, contractors, agents or guests is at the HIRER's risk. The OWNER accepts no liability for loss or damage to such property. In particular the HIRER is advised to remove all wedding presents following the function, as the OWNER cannot accept any items for safe keeping.

1.10. Indemnity

The HIRER shall indemnify Sproughton Parish Council for the cost of repair of any damage done to any part of the PREMISES including the curtilage thereof or the contents which occurs as a result of the hire.

The HIRER shall be responsible for making arrangements to insure against any third party claim which may lie against him or her (or the organisation if acting as a representative) whilst using the PREMISES. (The PREMISES are insured against any claims arising as a result of negligence of the Parish Council.)

1.11. Accidents and Dangerous Occurrences

The HIRER must report all accidents involving injury to the public to the Parish Clerk as soon as possible. Any failure of equipment belonging to the PREMISES must also be reported as soon as possible. The OWNER does not exclude liability for death or personal injury caused by the OWNER's negligence but is not responsible for death or personal injury where people have placed themselves at risk or acted in a manner liable to cause themselves or others harm. Persons attending the PREMISES at the invitation or with the permission of the HIRER do so at their own risk. Children must be supervised at all times.

1.12. Compliance with the Children Act

The HIRER shall ensure that any activities for children under eight years of age comply with the provisions of the Children Act of 1989 and that only fit and proper persons have access to the children (see VHIS No.5).

1.13. Fly Posting

The HIRER shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the PREMISES, and shall indemnify Sproughton Parish Council accordingly against all action, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to the prosecution by the local authority. The HIRER shall not affix any notice to the internal fabric of the PREMISES.

1.14. Sale of Goods

The HIRER shall, if selling goods on the PREMISES, comply with Fair Trading Laws and any code of practice used in connection with such sales.

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1.15. Hire Charges & Documentation

1.15.1 Hire Charges & Payment

The HIRER shall pay the balance of the HIRE CHARGE no later than 21 days (regular booking) or 6 weeks (wedding) before the contractual hire date. Use of the heating system, electricity and furnishings is included in the HIRE CHARGE.

1.15.2 Documentation

All completed and signed hire documentation (including the Event Plan) and fees must have been received & cleared prior to the event. Keys will not be released to the HIRER on the day of the event unless this has been completed. A copy of the documentation will be given to the barn warden for reference purposes and be available before/during the event.

1.16. Cancellation by Hirer

If the HIRER wishes to cancel the booking before the date of the event and Sproughton Parish Council is unable to conclude a replacement booking, a sliding scale of refund will be applied dependent on how far in advance of the booking the OWNER is notified of the cancellation and how likely the OWNER is able to rehire.

Cancellation by Sproughton Parish Council: The OWNER reserves the right to cancel this hiring in the event of the PREMISES being required for use as a Polling Station for a Parliamentary or Local Government election or bye-election, in which case the HIRER shall be entitled to a full refund of any or fee already paid.

1.17. Fit for Use

In the event of the PREMISES or any part thereof being rendered unfit for the use for which it has been hired, Sproughton Parish Council shall not be liable to The HIRER for any resulting loss or damage whatsoever.

However the deposit and fee paid will be refunded either fully or in part dependent on the impact of the lack of use of part or all of the premises on the HIRER.

1.18. Refusal of Booking

The OWNER reserves the right to refuse a booking or to cancel this hiring agreement at any time either before or during the term of the agreement upon giving 7 days' notice in writing to the HIRER. The HIRER shall be entitled upon such notice to reimbursement of monies paid to the OWNER as have been paid by the HIRER to the OWNER but the OWNER shall not be liable to make any further payment to The HIRER. The OWNER is unable to take bookings where the HIRER is unwilling to use our sound system due to the risk that the noise levels would be too high for our near neighbours. Levels of noise created during the hire must be at a level in accordance with the Noise Abatement Act.

1.19. End of Hire

The HIRER shall be responsible for leaving the PREMISES and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced as per floor and cupboard plans, otherwise Sproughton Parish Council shall be at liberty to make an additional charge.

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1.20. Noise

The HIRER shall not cause or permit to be caused any noise nuisance at any time. Amplified music shall only be broadcast through the Tithe Barn's sound system installed for this purpose. A range of audio input connectors is available. Levels of noise created during the hire must be at a level in accordance with the Noise Abatement Act. There is an automatic noise limiter which shuts down the power supply when triggered. The fire doors in the barn must not be opened for the duration of the event as when the sound system is in use this results in a noise nuisance to our neighbours. The HIRER must inform Sproughton Parish Council who their proposed music provider is to confirm their suitability prior to booking the provider for live music/disco as some providers are not permitted in the Tithe Barn.

1.21. Explosives and Flammable Substances

Highly flammable substances shall not be brought into, or used in any portion of the PREMISES. No internal decorations of a combustible nature (e.g. polystyrene, cotton wool), shall be erected without the consent of Sproughton Parish Council. The HIRER shall not permit the use of 1) smoking or charcoal BBQs (gas BBQs are permitted) on the PREMISES or in the courtyard or 2) fireworks, 3) Chinese lanterns or 4) sparklers. Smoking is not permitted within the building but is allowed in the courtyard.

1.22. Heating

No unauthorised heating appliances shall be used on the PREMISES. Portable liquefied petroleum gas (LPG) heating appliances shall not be used.

1.23. Hours of Opening

The PREMISES shall not be used for public entertainment except between the hours of 8:00am and 22:30pm unless special permission has been issued by Babergh District Council and by Sproughton Parish Council.

1.24. Sale of Alcohol

The HIRER shall ensure that licensing laws are adhered to. Written permission to sell alcohol should be sought in advance from the OWNER who reserves the right to be present for the hiring period (see **TITHE BARN HIRE – ARRANGEMENTS FOR THE SALE OF ALCOHOL**).

1.25. Film Presentations

The HIRER shall ensure that the British Board of Film Classification restrictions are adhered to. Permission to show films should be sought in advance from the PREMISES Supervisor who reserves the right to be present for the hiring period.

1.26. Keys

The keys shall be the responsibility of the person who has signed the hiring agreement throughout the period of hire. If lost, the HIRER shall be liable for the cost of a set of replacement keys. Should Sproughton Parish Council find that the HIRER has copied the keys, the Council shall take such action as necessary to secure the return of all copied keys, or, if this is not successful, will replace all affected locks with new locks and will seek to recover the cost of doing so from the HIRER/holder of the copied keys.

Maximum number of persons permitted on the premises

<u>Main barn</u>		<u>Barley Room</u>	
Seated at tables	120	Seated audience	30
Seated audience	300	Standing	50
Mixed (tables/chairs and dancing)	150		

For seated audiences, chairs must be secured in groups of not less than 4 and not more than 14. Gangways of 1.1m (about 3 chairs width) must be provided. There should be a maximum of 16 chairs between gangways.

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Wheelchairs should not be allowed to block these gangways. Care should be taken not to block fire exits. Suggested seating layouts can be provided.

1.27. Provision of Facilities for Disabled Users of the Tithe Barn

The provisions contained in the Disability Discrimination Act 1995 with effect to providing disabled access to the common parts by ramps, handrails, and pathways capable of taking wheelchairs have been implemented. By this letting of the Tithe Barn you are warned that the PREMISES have features which are consistent with a Grade II listed building. You are also warned that there are floor level changes and projections which require extra special care for users with a disability and children.

The HIRER, by signing this agreement, acknowledges these features and is advised that no activities or functions should be carried out in areas which may put themselves or their guests at risk.

1.28. Our Neighbours

Sproughton Parish Council asks that you respect the neighbouring residential properties to the Tithe Barn by not allowing vehicles to drive or guests to go past the 'Private - No Access' sign, either to turn or to park. The Parish Council also asks that you ensure no vehicles park in front of the chained off access, as access is required by residents, nor allow vehicles to park on the access driveway as you turn off Lower Street. The HIRER, by signing this agreement, acknowledges that parking is restricted to the Tithe Barn courtyard and the grassed car park area at the Tithe Barn. Guests are not permitted in the grounds of the private residences surrounding the Tithe Barn nor permitted to congregate in the courtyard after the event. At the end of the event the HIRER and guests are asked to leave through the doors that open out onto the street. In addition any equipment e.g. music equipment must be taken out through these doors so as to avoid excessive noise in the courtyard late at night.

1.29. Publicity

Photos of events may be taken for publicity purposes and used on our website. However this will be done in such a way as to reduce the probability of individual guests (adult or child) being identified and be sensitive to the circumstances e.g. a photo of the Tithe Barn decorated and setup ready for a wedding, a group shot of guests taken from a distance, back-view of an audience at a film or presentation.

1.30. Changes to Terms and Conditions of Hire

Terms & Conditions of hire may be reviewed and updated from time to time. Updated terms and conditions will be sent to the HIRER for signing prior to their event to replace any previously signed Terms & Conditions of Hire - these updated Terms & Conditions of Hire must be signed and returned prior to the event.

This contract is governed by the laws of England.

Signature of hirer Date

Print hirer name..

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2. HIRING AGREEMENT - TITHE BARN/ KITCHEN/ BARLEY ROOM

SPROUGHTON PARISH COUNCIL

Clerk: c/o H Davies
Hallfield Cottage
Lower Street
Sproughton
Suffolk IP8 3BJ

Telephone: n/a

Email: SproughtonPC@gmail.com

Name:

Address:

.....

Tel - Home: Email:

Tel - Mobile: Email:

I/We agree to hire the Tithe Barn/Kitchen/Barley Room on:
(delete as required)

Day: Date: Session:

Description of proposed event:

Description and name of band / disco:
(see 1.21 of standard conditions)

It is a condition of hiring that the event ceases at 22:30 hours and the premises vacated by 23:00 hours via the doors leading onto the front pavement NOT via the courtyard as you may disturb the neighbours.

CHEQUES PAYABLE TO SPROUGHTON PARISH COUNCIL

Signed: Date:

Note: Persons signing must be 18 years of age or over

(For office use only)

To: Date:

.....

.....

The Tithe Barn/Kitchen/Barley Room has been booked for your use on:

Please find enclosed two sets of this hire document, both sets are to be signed and one set returned to the Parish Clerk.

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3. FIRE SAFETY GUIDE

Fire Safety legislation is principally concerned with safety of life and any person who has some level of control in premises must take reasonable steps to reduce the risk from fire and ensure people can safely escape if there is a fire. With regards to the Tithe Barn, responsibility is shared between Sproughton Parish Council and the HIRER; the Council is obliged to inform HIRERs of:-

1. the fire safety arrangements at the Tithe Barn, and
2. the formal duties of the temporary responsible person¹ for the event with regard to the safety of people assisting or attending the event.

This Guide has been prepared to assist the temporary responsible person to identify the measures they need to implement during the period of hire and includes a simple three stage approach (although a more formal approach may be appropriate for Public and larger Private events.) The three stages proposed are:

1. The fire safety arrangements at the Tithe Barn – what you need to know.
2. What you need to consider when planning the event.
3. What needs to be done during the event.

If the temporary responsible person is unclear about any of the following points they should contact the Parish Clerk who will arrange for clarification or guidance to be provided.

3.1. Stage 1 – The Fire Safety Arrangements at the Tithe Barn – what you need to know

The following fire precaution measures are provided and maintained by Sproughton Parish Council:

3.1.1 The Fire Safety Plan

Copies of the Fire Safety Plan are on display in the Barley Room and the Main Barn. They contain advice for all visitors to the Tithe Barn on how to raise the alarm, evacuation of the building and where to assemble.

3.1.2 Fire Detection and Warning

The premises are covered by an automatic fire detection and alarm system incorporating “break glass” call points. In the event of fire, the warning will be sounded throughout the premises with a visual (flashing red light) displayed in selected areas.

3.1.3 Calling the Fire Brigade

On discovering a fire:-

- raise the alarm by operating one of the “break glass” call points
- call the Fire Brigade by dialling 999 (or 112 from a mobile phone)

On hearing the fire alarm:-

- call the Fire Brigade by dialling 999 (or 112 from a mobile phone).

A public telephone is not available and you will need to ensure a fully operational mobile phone is available in case you need to summon any of the emergency services.

3.1.4 Evacuation of the building

On hearing the fire alarm, evacuate the building and move to the Assembly area

Fixed emergency lights are provided in the toilet area, the covered walkway and over fire escape doors to aid evacuation.

3.1.5 Where to assemble

The assembly point is the entrance to the Church Yard on the corner of Lower Street with Church Lane

3.1.6 Arrangements for Fighting Fire

Portable fire extinguishers and fire blankets are provided for “first aid” fire fighting.

- *These have been provided principally for people with the necessary training and skill to use them safely under fire conditions. The **priority** in the event of fire must always be to raise the alarm and evacuate everyone from the building, but not to attempt to use the equipment unless suitably trained.*

¹ For a private hire, the temporary responsible person would normally be the Hirer. When the premises are hired by an organisation, the organisation must nominate the temporary responsible person and advise the Council accordingly.

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3.1.7 Fire Control Doors

Fire control doors are fitted to the exits from the kitchen and at the entrance to the main barn area to prevent the potential spread of heat and smoke in the event of a fire.

3.1.8 Fire Risk Reduction and Control

A number of fire risk reduction and control measures apply to reduce the risk from fire and make sure people can safely escape if there is a fire.²

3.2. Stage 2 - What you need to consider when planning the event

3.2.1 Plan reasonable steps to reduce the risk from fire and make sure people can safely escape if there is a fire:

<u>ARRANGEMENTS FOR ALL EVENTS</u>	<u>COMMENTARY</u>
<ul style="list-style-type: none"> • Limit the number of people attending to the maximum permitted by the license. • Reduce the risk of fire by avoiding the introduction of sources of ignition and combustible or flammable materials that could spread the fire. 	<p><i>Refer to the Terms of Hire for details</i></p> <p><i>A table of Risk Reduction and Control Measures designed to avoid the potentially significant fire risks is included on page 4 of this guide</i></p>
<ul style="list-style-type: none"> • Arrange for people to be available during the event to assist with the evacuation of people from the building should it be necessary. They would need to: <ul style="list-style-type: none"> a) check that everyone has been evacuated from the premises, b) assist children and people with disabilities or who need assistance to evacuate the premises, c) deal with people once they have left the premises, especially children, d) Telephone the emergency services (<i>a fully charged and working mobile phone will be needed as there is no public telephone at the premises</i>), e) Meet the Fire Brigade on their arrival to advise them whether : <ul style="list-style-type: none"> – anyone is unaccounted for, or – there are any high fire risk features that the Fire Brigade should be aware of 	<p><i>When small numbers of people are present at a private event, it may be sufficient for family members to take on these roles (e.g. parents look after their children, friends/family look after those requiring assistance). Larger or more formal events may require a more formal approach. Additional arrangements need to be made for Public events (see below).</i></p> <p><i>Under NORMAL circumstances there would be no high fire risk areas at the Premises but if you or your guests or suppliers know of the presence of any flammable products (oil, gas, liquid or solid fuel, flares, fireworks or pyrotechnics) at the Premises (including the open Courtyard), the Fire Brigade MUST be informed accordingly.</i></p>
<ul style="list-style-type: none"> • Ensure that people attending the event will know what to do in the event of fire. 	<p><i>The Tithe Barn Safety Plan is on display at the Premises.</i></p>
<ul style="list-style-type: none"> • Arrange for all amplified music etc. to be controlled/ broadcast via the Tithe Barn's sound system 	<p><i>This is a legal requirement to ensure any warning signals are not masked by the music</i></p>
<p>The Tithe Barn Safety Plan provides the following guidance for all users of the barn</p>	
<p>How to raise the alarm.</p>	<p><i>Immediately raise the alarm by breaking the glass at the nearest call point</i></p>
<p>How to call the Fire Brigade</p>	<p><i>Call the emergency services by dialling 999 or 112 from a mobile phone.</i></p>
<p>Arrangements for Fighting Fire</p>	<p><i>Fire extinguishers and fire blankets are provided principally for "first aid" fire fighting by suitably trained people able to use them safely under fire conditions. Please read this item in conjunction with "Evacuation of the building" - evacuation is the priority.</i></p>
<p>Evacuation of the building</p>	<p><i>Completely evacuate the building.</i></p>

² For a private hire, the temporary responsible person would normally be the HIRER. When the PREMISES are hired by an organisation, the organisation must nominate the temporary responsible person and advise the Council accordingly.

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<u>ARRANGEMENTS FOR ALL EVENTS</u>	<u>COMMENTARY</u>
	<i>DO NOT ATTEMPT TO PUT THE FIRE OUT YOURSELF (see also "Arrangements for Fighting Fires") DO NOT STOP TO COLLECT PERSONAL BELONGINGS DO NOT ATTEMPT TO RE-ENTER THE BUILDING</i>
<i>Where to assemble</i>	Assemble at the entrance to the Church Yard on the corner of Lower Street and Church Lane

3.2.2 Arrangements for Public Events

A more formal approach than above may be appropriate when planning a Public event. The following additional arrangements need to be made for a Public event and should be read in conjunction with item 4 of the standard Terms of Hire document.

- For any public event, 2 stewards must be designated and readily identifiable to the public
- Stewards must know the location of the fire exits and first aid equipment.
- If there are to be more than 100 people then an additional steward must be designated for each 50 people over 100 e.g. 6 stewards for 300 people.
- If there are more than 150 people then one of the stewards must hold a valid certificate of competence in first aid work.

3.3. Stage 3 - What needs to be done on the day

3.3.1 Shared Duties

On the first day of the event, the Barn Warden/deputy will complete the Pre Event Fire Safety Checks and explain the Daily Checks you would need to undertake on subsequent days (a suitable check list will be provided). **During the event:** When the Main Barn Area is hired, the **Barn Warden** will arrange for the outer Midstrey Fire Doors to be:-

- opened at the start of the hire period and each subsequent day of the hire period, and
- closed at the end of each day.

3.3.1 Duties of the Temporary Responsible Person

These are principally concerned with applying the fire safety arrangements you made at Stage 2 - to reduce the risk from fire and make sure people can safely escape if there is a fire. The temporary responsible person must ensure that:-

1. The Daily Fire Safety Checks are carried out at the start of the second and subsequent days of hire.
2. That when the Kitchen and/or Barley Room are hired:-
 - the outer door of the Barley Room is secured open at the start of the hire period and each subsequent day of the hire period, and
 - close the door at the end of each day
3. The number of people attending does not exceed the maximum for your event
4. You have sufficient people available to assist with evacuation of the building etc should that be necessary
5. The availability of a working mobile telephone that can be used to make outgoing calls.
6. The "no smoking" policy is adhered to.
7. Fire doors and fire exit routes are kept clear of obstruction.
8. Fire control doors (kitchen and walkway) are not obstructed and are free to close.
9. No potential ignition sources or combustible/flammable materials are brought into the Tithe Barn or Barley Room. *Please also see the Table of Risk Reduction and Control Measures below.*
10. All amplified sound (voice or music) is controlled/broadcast via the Tithe Barn's sound system.

At the end of each day and/or the end of your hire period, HIRERS must:-

1. Check that everybody has left the building and taken their belongings with them.
2. Turn off heaters
3. Turn out the lights.
4. Close internal doors.
5. Secure all windows and outside doors (except the outer Midstrey doors).

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3.3.2 Table of Risk Reduction and Control Measures

1. **Cooking:**

Cooking inside the building is only permitted within the kitchen and then only when using the cooking appliances provided by Sproughton Parish Council for that purpose.

The use of other cooking appliances brought in by the HIRER (e.g. gas barbeques, hog roasts etc.) is not permitted inside the building but may be undertaken outside the building at a safe distance from any combustible elements of construction, without obstructing escape routes and after a suitable risk assessment has been undertaken and accepted by the Council³.

Deep fat frying is not permitted anywhere within the building
2. **Displays and Decorations**

Displays and decorations involving combustible materials should be avoided wherever possible but if this is not practical, please contact the Council to agree the arrangements proposed. Nothing must be fixed to the walls or other surfaces on either a permanent or temporary basis although decoration can be hung or draped using existing fittings.

The introduction of lighting to highlight displays and decorations must be managed to prevent ignition of combustible materials.
3. **Electrical Appliances**

Electrical appliances brought onto the Premises must be PA tested and certified, in good working order and used in a safe manner.
4. **Flammable liquids and gases**

Flammable liquid based products and flammable gases such as liquefied petroleum gas (LPG) are not permitted inside the building.

They may be used for the purposes of cooking outside, provided they are stored and used in accordance with the manufacturer's instructions and included within any Fire Risk assessment required by the Council.
5. **Flares, fireworks and pyrotechnics** are not permitted on the premises.
6. **Open flames**

Open flames are not permitted within the building unless authorised by the Council (e.g. decorative candles on a cake).

Oil, gas and liquid or solid fuelled equipment burning with an open flame is not permitted within the building. Cooking on such equipment may be undertaken outside the building (refer to the paragraph on "Cooking" above).
7. **Portable Heaters:**

Portable gas or oil-fired heaters are not permitted within the building.

Portable electric heaters may be used provided prior agreement has been obtained from the Council.

Electric heaters will need to be of an acceptable type (radiant bar type heaters would not be accepted), PAT certified, safe and in good working order, and used in a safe manner).
8. **Smoking:**

Smoking is not permitted within the building by law. It is not controlled in the open courtyard.

³ Where the Council's agreement is required for risk assessments etc. please contact the "Designated Premises Supervisor" or the Parish Clerk in the first instance and they will make the necessary arrangements with the Council

4. PA System Notes for Hirers

SPROUGHTON PARISH COUNCIL TITHE BARN BULLETIN	Arrangements for using the PUBLIC ADDRESS SYSTEM
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IMPORTANT NOTICE FOR ALL USERS OF THE TITHE BARN



To satisfy requirements of the Premises Licence and avoid a possible noise nuisance,

- All users of the Tithe Barn are required to use the Public Address system for playing amplified music, and
- The external doors of the main barn area must be closed when amplified music is being played
- The noise control equipment is part of the fire alarm system. Failure to follow the guidance below could affect the safety of the people in the barn.

We strongly recommend HIRERS to inform their entertainers of these arrangements as early as possible before the event. Should they wish to inspect the system prior to the event, arrangements can be made through the Clerk on 01473 463852. Our Barn Warden will also be able to assist with enquiries you may have.

4.1. OPTIONS FOR SETTING UP

4.1.1 Playback of Pre-Recorded Music

Source	Arrangements
CDs -	A CD player is available. Please note it does not support MP3, WMA or similar file formats.
COMPUTER (e.g. mobile, MP3 player, Laptop/ Tablet)	Connect the “headphone” output to the middle XLR socket in one of the silver input boxes around the barn (an adapter cable is available) and plug the computer power unit into a convenient 13amp mains outlet socket.
DISCO	Please set-up at the West end of the barn and connect your “line-out” cable to the middle XLR socket in the SILVER input box on the end wall (an adapter cable is available). We would prefer you to take your electrical supply from one of the designated sockets on the end wall, but this is not a requirement. If you are unable to connect to our PA System, you will need to set up as described in 4.1.2 below.

4.1.2 Live Music

Please set up your equipment at the West end of the barn. There are two set-up options;

4.1.2.1 Connect your “line-out” cable to the XLR socket in the SILVER input box on the end wall (an adapter cable is available). We would prefer you to take your mains electrical supply from the designated sockets on the end wall but this is not a requirement. **OR**

4.1.2.2 If your output is not connected to the PA system, you must take your mains electrical supply from the designated sockets on the end wall. Please be aware these are connected via a sound monitoring and mains switching unit. If the pre-set sound level (detected by the sampling microphone) is exceeded for a short period of time, the mains power to the sockets is disconnected. It will reset automatically after a pre-set pause. A visual indication of sound levels is given by the “traffic light” unit.

- A steady GREEN light is OK
- Two AMBER lights indicate high sound levels - reduce volume
- A RED light indicates an imminent loss of power.

Should you require an un-monitored mains supply to power a computer, a separate mains outlet is available nearby but it must not be used to power any of your equipment other than the computer.

5. DETAILS OF EVENT ARRANGEMENTS

Due to the type of building and location of the Tithe Barn, there are a number of restrictions that could affect your booking. Please complete and return this form, as soon as you know the details, a minimum of 14 days prior to the event.

5.1. Catering

Please provide the name and contact details of the caterer(s) you will be hiring. Also include a copy of their public liability insurance cover and a copy of their food hygiene certification.

.....
.....
.....

Please give a brief description of the type of catering to be provided, i.e. buffet, hog roast.

.....
.....

5.2. Entertainment

Please give the name and contact details of any entertainer you will be hiring, and the type of entertainment they provide, i.e. disco, barn dance.

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.....
.....

5.3. Decorations

If you intend to decorate the Barn please provide a brief description, i.e. floral arrangements. Please note that no naked flames or bales of straw are permitted either inside or outside the Tithe Barn.

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Sproughton Parish Council

6. TITHE BARN HIRE – ARRANGEMENTS FOR THE SALE OF ALCOHOL

For Tithe Barn/Kitchen/Barley Room booking date:

Day: Date:/...../..... Session:

The Parish Council provides a summary of expected conduct and key information relating to licensing compliance below. The Parish Council expects the hirer to promote the Licensing Objectives.

Alcohol Sales

Permission to sell alcohol should be sought in advance from the PREMISES SUPERVISOR who reserves the right to be present for the hiring period. The PREMISES SUPERVISOR reserves the right to refuse permission for the use of this license either before or during the event especially if the PREMISES SUPERVISOR does not feel that the licensing laws will not be/are not being adhered to. It is the HIRERs responsibility to ensure they are familiar with the licensing laws (especially regarding the consequences of a breach) prior to the event and that they are adhered to during the event. The Parish Council reserves the right to require the hirer to provide security/stewards during the event. The HIRER is required to notify the Parish Council if any persons connected with/attending the event has been refused or excluded from a previous hiring of the TITHE BARN. The HIRER is required to ensure that attendees are known to him/her & are on the guest list unless it is a public event in which case the security/steward option would be viable if considered necessary. The HIRER should be aware that the Parish Council will take appropriate legal action against the HIRER if any breach of the licensing laws by the HIRER result in legal action against the Parish Council i.e. the Parish Council will seek to recover the cost of any fine &/or legal fees.

The HIRER must nominate one person who is going to be present at the event and can be held responsible for alcohol sales

Name:

Address:

.....

Telephone: E-mail:

Signed: Date:/...../.....

(For office use only)

To: Date:/...../.....

.....

Tithe Barn/Kitchen/Barley Room booking date:/...../.....

You have/have not been granted permission to sell alcohol at this event

Sproughton Parish Council

Your contact during the event will be:-

Name:.....Contact Number:.....

Sproughton Parish Council

7. Standard Hire Receipt

<p><u>Hirer Details</u></p> <p>Name:</p> <p>Address:</p> <p>.....</p> <p>.....</p> <p>Post Code:</p> <p>Telephone:</p>	<p><u>Details of Hire</u></p> <p>Nature of event:</p> <p>.....</p> <p>Start Date:/...../..... Time:am/pm</p> <p>End Date:/...../..... Time:am/pm</p>
<p><u>Facilities Hired</u></p> <p>All events :</p> <p>Main Area of Barn :</p> <p>Barley Room :</p> <p>Kitchen :</p>	<p><u>Keys Provided</u></p> <p>Main entrance door & door to toilet area:</p> <p>Doors to Main barn and Store:</p> <p>} Door to kitchen:</p>
<p><u>Temporary Responsible Person</u></p> <p>.....</p>	<p><u>Named Person if not Hirer</u></p> <p>.....</p>

7.1. Keys

The keys issued to the HIRER shall become the responsibility of the HIRER for their use and secure keeping, but shall remain the property of Sproughton Parish Council.

7.2. Fire Safety Arrangements

7.2.1 The Barn Warden/Deputy will complete the Pre-Event Fire Safety Checks prior to handing over the keys to the building

7.2.2 When the Main Barn Area is hired, the Barn Warden will arrange for the outer Midstrey Fire Doors to be:-

- a. opened at the start of the hire period and each subsequent day of the hire period, and
- b. closed at the end of each day

7.2.3 When the Kitchen and/or Barley Room are hired, the HIRER will:-

- c. open the outer door of the Barley Room at the start of the hire period and each subsequent day of the hire period, and
- d. close the door at the end of each day

7.3. During the Event

The hirer/temporary responsible person will ensure, during the event:-

7.3.1 The Daily Fire Safety Checks are carried out at the start of the second and subsequent days of hire

7.3.2 The number of people attending does not exceed the maximum for your event

Sproughton Parish Council

- 7.3.3 You have sufficient people available to assist with evacuation of the building etc should that be necessary
- 7.3.4 The availability of a working mobile phone that can be used to make outgoing calls
- 7.3.5 The 'no smoking' policy is adhered to
- 7.3.6 Fire doors and fire exit routes are kept clear of obstruction
- 7.3.7 Fire control doors (kitchen & walkway) are not obstructed and free to close
- 7.3.8 No potential ignition sources or combustible/flammable materials are brought into the Tithe Barn
- 7.3.9 All amplified sound (voice or music) is broadcast through Tithe Barn's sound system

To the hirer/temporary responsible person:

Please sign both copies of this form to confirm that you have received the KEYS for the facilities hired and have been advised of and understand the FIRE SAFETY ARRANGEMENTS (*one copy to be retained by the HIRER, the other by Sproughton Parish Council*)

Signed.....Print.....Date...../...../.....

7.4. At the end of each day of your hire period, please would you:-

- 7.4.1 Check that everybody has left the building and taken their belongings with them
- 7.4.2 Turn off heaters
- 7.4.3 Turn out the lights
- 7.4.4 Close internal doors
- 7.4.5 Secure all windows and the outside door of the Barley Room

7.5. If further assistance is required, please contact:-

Barn Warden: David Barnes mob 07901 602021

Sproughton Parish Council

8. Short Hire Receipt

<p><u>Hirer Details</u></p> <p>Name:</p> <p>Address:</p> <p>.....</p> <p>.....</p> <p>Post Code:</p> <p>Telephone:</p>	<p><u>Details of Hire</u></p> <p>Nature of event:</p> <p>.....</p> <p>Start Date:/...../..... Time:am/pm</p> <p>End Date:/...../..... Time:am/pm</p>
<p><u>Facilities Hired</u></p> <p>All events :</p> <p>Main Area of Barn :</p> <p>Barley Room :</p> <p>Kitchen :</p>	<p><u>Keys Provided</u></p> <p>Main entrance door & door to toilet area:</p> <p>Doors to Main barn and Store:</p> <p>} Door to kitchen:</p>
<p><u>Temporary Responsible Person</u></p> <p>.....</p>	<p><u>Named Person if not Hirer</u></p> <p>.....</p>

8.1. Keys

The keys issued to the HIRER shall become the responsibility of the HIRER for their use and secure keeping, but shall remain the property of Sproughton Parish Council.

8.2. Fire Safety Arrangements

8.2.1 The Barn Warden/Deputy will complete the Pre-Event Fire Safety Checks prior to handing over the keys to the building

8.2.2 When the Main Barn Area is hired, the Barn Warden will arrange for the outer Midstrey Fire Doors to be opened at the start of the hire period and closed at the end of the day

8.2.3 When the Kitchen and/or Barley Room are hired, the HIRER will arrange for the outer door of the Barley Room to be opened at the start of the hire period and closed at the end of the hire period

8.3. The hirer/temporary responsible person will ensure, during the event:-

8.3.1 The availability of a working mobile phone that can be used to make outgoing calls

8.3.2 The number of people attending does not exceed the maximum for your event

8.3.3 You have sufficient people available to assist with evacuation of the building etc should that be necessary

8.3.4 The 'no smoking' policy is adhered to

8.3.5 Fire doors and fire exit routes are kept clear of obstruction

8.3.6 Fire control doors (kitchen & walkway) are not obstructed and free to close

8.3.7 No potential ignition sources or combustible/flammable materials are brought into the Tithe Barn

8.3.8 All amplified sound (voice or music) is broadcast through Tithe Barn's sound system

Sproughton Parish Council

To the hirer/temporary responsible person:

Please sign both copies of this form to confirm that you have received the KEYS for the facilities hired and have been advised of and understand the FIRE SAFETY ARRANGEMENTS (*one copy to be retained by the HIRER, the other by Sproughton Parish Council*)

Signed.....Print.....Date...../...../.....

8.4. At the end of your hire period, please would you:-

- 8.4.1 Check that everybody has left the building and taken their belongings with them
- 8.4.2 Turn off heaters
- 8.4.3 Turn out the lights
- 8.4.4 Close internal doors
- 8.4.5 Secure all window and the outside doors (except outer Midstrey doors)

8.5. If further assistance is required, please contact one of the following:-

Parish Clerk: tba
Barn Warden: 07505-157769

Pre Event & Daily Fire Safety Check List	Pre event Checks			Daily Checks						
				Day 2 Checks			Day 3 Checks			
	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A	
Checks										
Specific Checks if the MAIN BARN area is hired										
Are the outer Midstrey doors secured open?										
Is the Fire Check Door at the entrance from the walkway unobstructed and free to close?										
Specific Checks if the BARLEY ROOM or KITCHEN is hired										
Is the outer Barley Room exit door secured open?										
Is the inner Barley Room fire exit door unlocked?										
Is the fire exit door from the Kitchen to the Barley Room unlocked?										
Are the 2 Kitchen Fire Check Doors clear of obstructions and free to close?										
Fire Safety Checks to be carried out for ALL AREAS										
No potential ignition sources or combustible/flammable materials have been brought into the Tithe Barn (refer to the Fire Safety Guide)										
Can all fire exits be opened immediately and easily?										
Are fire doors clear of obstructions?										
Are escape routes clear?										
Are break glass call points clearly visible?										
Are fire extinguishers/blankets available and clearly visible?										
Are copies of the Fire Safety Plan clearly displayed in the Barley Room and barn area?										
Are safety signs and notices legible?										
Are "No Smoking" signs legible?										
Check there is no combustible storage within the building.										
Is the Fire Alarm panel showing 'normal'?										
Completed By:										