

LITTLE MISSENDEN PARISH COUNCIL

ROSSETTI HALL NEW POND ROAD HOLMER GREEN HP15 6SU

TELEPHONE (01494) 715429 – EMAIL: bookings@littlemissendenpc.co.uk

Rossetti Hall is owned and managed by Little Missenden Parish Council whose powers and composition are defined in this management agreement.

HIRE CHARGES FOR ROSSETTI HALL

£13 an hour

1. Use of the Rossetti Hall

Use of Rossetti Hall is subject to the following rules and, in the case of hirers, to certain standard conditions incorporated in the hiring agreement.

2. Equal Opportunities

Rossetti Hall shall be open to all members of the community regardless of race, gender, sexual orientation, age, disability, religious or political beliefs or marital status.

3. Applying to use Rossetti Hall

- Application for use of Rossetti Hall shall be made to the Booking Clerk;
- All arrangements for the use of Rossetti Hall are subject to the Council reserving the right to cancel bookings if they are rendered unfit for the intended use; and
- All payments will be received prior to hire.

4. Amplified Music

No dance bands/groups, amplification of music or viewing of live TV is permitted. All relevant licences need to be obtained by the hirer.

5. Opening Hours

Hirers need to vacate the Rossetti Hall by 11.00pm on Monday – Saturday and 9pm Sundays; permission for extended hours needs to be granted by the Booking Clerk.

6. Maximum Capacity

Rossetti Hall has a maximum capacity of 70 persons. Numbers must not be exceeded.

7. Safety Requirements

All conditions attached to the granting of Rossetti Hall's Licences shall be strictly observed. Nothing shall be done to endanger the users of the building and the policies of insurances relating to it and its contents. In particular:

- Obstructions must not be placed in front of the emergency exits which must be immediately available for free public progress;
- The emergency lighting supply must remain turned on during the whole time the premises are occupied and must illuminate all exit signs and routes;
- Firefighting equipment shall be kept in its place and used for its intended purpose;
- The fire brigade must be called to any outbreak of fire;
- Highly flammable substances shall not be brought into the building;
- The use of candles, naked lights, matches, lighters or smoke machines of any description is prohibited except where matches or lighters are to be used to light a cake;
- No unauthorised heating appliances shall be used on the premises;
- The First Aid box located in the kitchen is available to all users of the premises; and the accident book should be completed after any incident.
- All electrical equipment brought onto the premises shall comply with the current Electricity at Work Regulations.
- No parties for ages from 13-21 years inclusively;
- No illegal substances or offensive weapons to be brought onto the premises.
- No Smoke Machines permitted – Deposits will be forfeited if they are operated.

8. Supervision

The hirer or person in charge of the activity shall not be under 21 years of age and shall be on the premises for the entire period of the hire or duration of the activity. When the premises or any part of them are used for the purpose of public entertainment there shall be a minimum of two persons neither of whom shall be less than 21 years of age on duty.

9. Bouncy Castles

No Bouncy Castles or similar are allowed in the main building, these may be used within the grounds upon receiving written permission from the Rossetti Hall Committee.

10. Intoxicating Liquor

No intoxicating liquors are permitted to be bought, sold or consumed on any part of the premises without the express permission in writing of the Booking Clerk whose consent must be obtained prior to seeking any Licence. Alcohol should only be consumed by 18 years old and over.

11. Storage

The permission of the Booking Clerk must be obtained before goods or equipment are left or stored at Rossetti Hall. All private equipment – bottles, glasses, stalls etc must be removed on the day on which the function takes place as no storage is available.

12. Loss of Property

The Council cannot accept responsibility for damage, loss or theft of Rossetti Hall Users property and effects.

13. Car Parking

The car parking area is for the sole use of hirers and council staff. Please Park considerately.

14. Nuisance

- Litter shall not be left in or around Rossetti Hall premises;
- Except in the case of aid dogs, dogs shall not be admitted into Rossetti Hall without permission from the Parish Council office; and
- Hirers are responsible for ensuring that the noise level of their functions does not cause inconvenience for the occupiers of nearby houses and property.

15. Cleaning and Security

Please supply your own tea towels. All use of the Rossetti Hall premises and facilities is subject to the users or hirers accepting responsibility for returning furniture and equipment to their original position and for securing doors and windows of the premises as directed by the Booking Clerk. Please supply your own rubbish bags and remove all rubbish from the site. All users shall leave the premises and surrounds in a clean and tidy condition.

16. Cancellation of Bookings

Bookings confirmed by the hirer and then cancelled 28 days or more before the date of the event will incur a 25% cancellation charge. Where bookings are cancelled less than 28 days prior to the date of the function the cancellation charge will be 50%. The full charge will be payable where the cancellation takes place less than 14 days prior to the function.

17. Refuse to Hire

The Council reserves the right to refuse any individual hire based on our Terms and Conditions and criteria.

18. GDPR Legislation

By signing the hire agreement according to the new regulations set out by the GDPR Legislation the Parish Council will keep all hires details on record for the immediate future, thereafter they shall be terminated in accordance with the guidelines laid out on the Parish Council's website.

PLEASE NOTE THE BUILDING IS A NO SMOKING AREA THROUGHOUT

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TEL: 01494 715429 – EMAIL: bookings@littlemissendenpc.co.uk

HIRE AGREEMENT FOR ROSSETTI HALL

THIS AGREEMENT is made on _____ day of _____ 2021, between Little Missenden Parish Council and the Hirer named below.

The Council agrees to permit to use part of the premises designated for the purposes, periods and at the fee described below:

Purpose for which accommodation is required _____

Organisation (if applicable) _____ Tel No. _____

Date of hire _____ Time: From _____ To _____

(Please allow time for preparation and cleaning up)

How many persons are likely to attend (maximum 70) _____

Will you be seeking permission to have alcohol on the premises _____

Hire Charges: £13 per hour

Total hire charges £ _____ (payable on booking)

Cheque payable to LITTLE MISSENDEN PARISH COUNCIL or BACS (Account No.20446550, Sort Code. 60 83 01)

Deposit £50.00 (**separate** cheque only) This cheque is shredded after the event.

Please make cheques payable to: Little Missenden Parish Council

PERSON RESPONSIBLE FOR BOOKING

Name _____

Address _____

_____ Postcode _____

Tel No _____

Email Address _____

I agree to be bound by the attached Terms and Conditions of use:

Signed _____ Dated _____

Please return this form to: bookings@littlemissendenpc.co.uk or Bookings Clerk, Little Missenden Parish Council, Rossetti Hall, New Pond Road, Holmer Green, High Wycombe, Bucks HP15 6SU

Invoice Number (office use only) _____

Special Conditions of Hire during COVID-19

These conditions are supplemental to, not a replacement for, the hall's ordinary conditions of hire.

SC1: You, the hirer, will be responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the hall, in particular using the hand sanitiser supplied when entering the hall and after using tissues.

SC2: You undertake to comply with the actions identified in the hall's risk assessment, of which you have been provided with a copy.

SC3: You will be responsible for cleaning door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and all surfaces likely to be used during your period of hire before other members of your group or organisation arrive and to keep the premises clean through regular cleaning of surfaces during your hire, paying particular attention to wash hand basins and kitchen sinks (if used), using either the products supplied (which will be stored in the cupboard under the kitchen sink) or your own ordinary domestic products. You will be required to clean again on leaving and once this has been completed, sign our cleaning procedure form which will be located in the entrance to let us know that these cleaning procedures have been completed for your visit.

SC4: You will make sure that everyone likely to attend your activity or event understands that they **MUST NOT DO SO** if they or anyone in their household has had COVID-19 symptoms in the last 7 days, and that if they develop symptoms within 7 days of visiting the premises, they **MUST** alert others with whom they have been in contact. The hirer **MUST** also contact the Parish office to make Little Missenden Parish Council aware.

SC5: You will keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.

SC6: You will ensure that social distancing can be maintained as much as possible. You will ensure that everyone attending maintains social distancing while waiting to enter the premises and when using more confined areas e.g., moving and stowing equipment, which should be kept as brief as possible. Only one toilet will be available for users of the hall which will be made Unisex, so that we can protect the safety of our staff.

SC7: You will take particular care to ensure that social distancing is maintained for any persons aged 70 or over or likely to be clinically more vulnerable to COVID-19, including for example keeping a 2m distance around them when going in and out of rooms and ensuring they can access the toilets, kitchen or other confined areas without others being present. For some people, passing another person in a confined space is less risky, but for older people that should be avoided.

SC8: You will position furniture or the arrangement of the room as far as possible to facilitate people seating side by side, with at 2m between each person, rather than face to face. If tables are being used, you will place them so as to maintain a distance of at least 2 metres across the table between people who are face to face e.g., using a wide U-shape.

SC9: You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bags provided in the kitchen and toilets before you leave the hall. Please take any rubbish away from site with you to dispose of.

SC10: You will be responsible, if drinks or food are made, for ensuring that all crockery and cutlery is washed in hot soapy water, dried and stowed away. You will bring your own clean tea towels, so as to reduce risk of contamination between hirers, and take them away. We will provide washing up liquid and washing up brush.

SC11: We will have the right to close the hall if there are safety concerns relating to COVID-19, for example, if someone who has attended the hall develops symptoms and thorough cleansing is required or if it is reported that the Special Hiring Conditions above are not being complied with, whether by you or by other hirers, or in the event that public buildings are asked or required to close again.

SC12: In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should remove them. Ask others in your group to provide contact details if you do not have them and then leave the premises, observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes when they arrive home. Inform the booking Clerk.