

CONDITIONS OF HIRE

1. The hire of the hall may be made on the basis of a private function with the hirer being responsible for guests attending the activity. Any function where a charge or sale of tickets is to be made to the public will require permission at the time of booking. The selling of tickets on the door is strictly forbidden. All tickets must be sold prior to the function.
2. When the booking form has been submitted, the hire charge will be confirmed. If the hire is within 6 months of the booking date the full fee will be payable. Otherwise a 20% deposit is required and the event paid no more than 2 weeks prior to the function.
3. At the discretion of the Wootton Community & Sports Centre a refundable deposit of £100 can be required which will be returned providing no loss or damage is encountered during the period of hire.
4. Cancellations: where a booking is cancelled the following cancellation, charges apply:
All deposits paid are NON-REFUNDABLE
5. The hirer shall not advertise by fly posting any activity at the premises.
6. Food and entertainment may be brought into the premises with the management's approval.
7. The hirer must not use the premises for any purpose other than that stated on the booking form and agreed by Wootton Parish Council (the Council).
8. The Council reserves the right to impose any additional condition/s with regard to any matter in relation to the hire of the premises.
9. Any goods sold within the premises must comply with the terms and conditions of the Sale of Goods Act 1979, as amended by the Sale and Supply of Goods Act 1994 and any other relevant legislation. The Council accepts no liability whatsoever for any goods sold to third parties.
10. The agreed start and finish times are the times which are stated on the booking form. Any alterations to this must be agreed and additional hours paid for in advance.
11. The hirer must ensure that all persons, equipment, goods and personal effects have left the building no later than the agreed let time. Any storage of equipment outside the agreed let time must be agreed in writing.
12. Access to rooms within the Wootton Community & Sports Centre (WCSC) will only be available from the agreed hire time and this time should include setting up and clearing away, at least 30 minutes each way should be allowed for setting up and clearing away.
13. Regular bookings are accepted on the condition that they may be subject to cancellation should the venue be required for any purpose deemed necessary by the council (of which they will be the sole judge) and no compensation will be payable by the Council to the hirer.
14. The hirer is responsible for the safety of persons in the hall during the period of hire and must inform those persons of the positions of fire extinguishers and of the evacuation procedure, also attached is the Fire Action Plan and Fire Safety Guidelines. All hirers must also conform to the Health and Safety legislation and the Council's Health and Safety policy.
15. To comply with public entertainment regulations, the maximum permitted numbers for a function in the main hall is 200 standing or 120 seated.
16. The hirer must also ensure that all reasonable precautions for the safety of children are taken. The Council shall be entitled to specify any other precautions which it considers necessary for the safety of persons or property.
17. The hirer shall not cause or permit the obstruction by persons or property of any gangway or passage.
18. The hirer must insure themselves against loss, theft or damage of property belonging to themselves or any other party within the hall during the period of hire. It is the responsibility of the hirer to ensure that adequate public liability is in place.
19. The Council accepts no responsibility whatsoever for theft, loss or damage howsoever caused to personal effects, goods or equipment belonging to the hirer or any person in the hall during the period of hire nor for any third-party liability.
20. If the event of loss or damage to the premises or the furniture arising from the hire the hirer will be responsible for the cost of replacement or repair.
21. If you are hiring crockery, glasses or cutlery from us the hirer will be responsible for the cost of any breakages and will be charged per item.
22. Cars are parked at the Wootton Community & Sports Centre at the owner's risk.
23. Alcohol and other drinks can only be purchased from the bar. **Hirers are NOT permitted to bring their own drinks onto the premises and will be asked to leave the premises.**
24. The hirer is responsible for maintaining good order throughout the function at all times. The hirer shall observe and undertake any instruction displayed by notice or expressed by employees of the WCSC. The hirer shall comply immediately with the instructions of the WCSC staff whether written or verbal.

25. Any person using the bar facility must be bound by the rules and regulations concerning its use.
26. Decorations may be put up with permission from the WCSC management.
27. The hirer must leave the premises in a clean and tidy condition and remove all rubbish to the satisfaction of the Council. Failure to do so will incur a charge for cleaning which will be made by the Council to the hirer which is to be paid within 7 days of an invoice being raised.
28. Smoking is prohibited within WCSC and at the front of the building.
29. Gaming is prohibited unless carried on within the conditions of Section 41 of the Gaming Act 1968 or any modification or re-enactment thereof (allowing the raising of money for purposes other than private gain).
30. No acts of nudity (including kiss-o-grams) may be introduced into the WCSC without permission of the management at the time of booking. No obscene acts of any kind are permitted at any time.
31. The hirer shall not allow the use of obscene or profane language on the premises or permit any drunken disorderly or otherwise undesirable person, or persons, to enter upon or remain in the premises, but shall be removed from the building; and the Council reserve the right to require the hirer to refuse admission to or eject from or cause to be ejected from the premises any person or persons, whosoever, without stating any reason thereof.
32. The hirer shall ensure that their guests shall vacate the premises quietly, paying respect to the needs of the local residents.
33. The Council reserves the right to refuse any hire without giving any reason
34. The hirer must ensure that any electrical appliances brought by you to the premises and used there are safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Where a residual circuit breaker is provided you must make use of it in the interest of public safety.

Fire Action Plan
Wootton Community and Sports Centre

Who is responsible for Fire safety?

The 'Fire Duty Officer' will at anytime take responsibility for fire safety.

Who is the Fire Duty Officer?

The Fire Duty Officer will be:

1. The Operational Assistant – if not on duty then
2. Centre Steward - if not on duty then
3. The qualified door supervisor - if not on duty then
4. The senior member of staff

Who will sound the alarm?

Any members of staff on discovering the fire will sound the alarm via the nearest alarm panel.

Who will tackle the fire?

All trained members of staff may 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 Fire Duty Officer will call 999, stating the there is a fire at: The Wootton Community and Sports Centre, Curtlee Hill, Wootton, Northampton, **NN4 6ED**.

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

All staff will assist the public in evacuating the building and advise the public to leave via the nearest available fire exit and make their way to the Fire Assembly Point which is at the MUGA end of the Car Park. It should be noted that the hirer is responsible for accounting for their guests/group, the Council is responsible for accounting for staff members.

The Fire Duty Officer will check that all staff and public leave the building but only if it is safe for them to do so. It is possible to check the location of the fire on the panel in the Parish Office. This information should be passed to the Fire Service on their arrival.

The Duty Fire Officer 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. If there is sufficient staff available, then a member of staff should be positioned at the gate to ensure this and to inform 'meet and greet' the Fire Service.

The side gate in the fence outside the bar/function room should be unlocked when the building is occupied to allow everyone to evacuate the building and the surrounding area.

Who will assist disabled people in evacuating the building?

The centre has been built to be entirely accessible but the Fire Duty Officer will, on evacuating the building, offer any additional assistance required.

How will the centre users know what to do in the event of a fire?

All hirers will be given a copy of the attached instructions.

FIRE SAFETY **WOOTTON COMMUNITY CENTRE AND SPORTS HALL**

Dear Centre User,

Please read the following instructions carefully. This will help you and your guests/group in the event of a fire. Please ensure that your guests/group members read these instructions, copies are displayed around the centre.

Please note that you are responsible for checking that all of your guests/group are out of the building. If, after the evacuation is complete, you cannot account for everyone please ensure that this is reported to the Fire Service on their arrival.

On hearing the fire alarm please leave the building immediately via the nearest available exit, these are all clearly signed.



Then make your way to the Fire Assembly Point that is located at the back of the car park (adjacent to the games area).

Staff will be on hand to assist you but 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.](#)

**WOOTTON COMMUNITY & SPORTS CENTRE
WOOTTON PARISH COUNCIL
Curtlee Hill, Wootton, Northampton. NN4 6ED**

Telephone: 01604 705055
Email: bookings@woottonparishcouncil.gov.uk
Website: www.woottonparishcouncil.gov.uk

Jubilee Bar

We do have a Bar in the Community Centre and our experienced bar staff can provide a licensed bar for your function. If you wish to have the bar open to midnight with the Main Hall or an extension to 1.00am, please indicate the hours on the Cost of Room Hire form.

[For any event or function at the Centre you can purchase all soft drinks, tea, coffee, jugs of squash and alcoholic drinks from here \(please note we do not allow drinks being brought into the premises.\)](#)

Booking Office

Monday 10.00 am – 4.00 pm
Tuesday 10.00 am – 4.00 pm
Wednesday 10.00 am – 4.00 pm
Thursday 10.00 am – 4.00 pm
Friday 10.00 am – 4.00 pm
(Closed Bank Holidays and Weekends)

Please note we are unable to take cash in the Booking Office, please pay by Debit, Credit Card, Cheques (made payable to Wootton Parish Council) or Internal Bank Transfer our bank details are Unity Trust Bank Account No. 20350646 & Sort Code 60-83-01.

Wootton Parish Council Office

The Parish Clerk can be seen by making an appointment please telephone: 01604 705055 or emailing: clerk@woottonparishcouncil.gov.uk
Parish Council Meetings will take place at Wootton Community & Sports Centre at 7.00pm on the third Wednesday of the month, unless other advertised, please go to our web site for all Parish Council documents.

Car Park

Please note our Car Park has 60 Car Parking Spaces which include 5 Disabled Spaces outside the Community Centre.