EVERTON SPORTS AND COMMUNITY PAVILION

Registered charity number: 294875

Frys Lane, Everton, Lymington, Hampshire, SO41 0JY

Please note the above address should not be used for enquiries or bookings correspondence. Hall availability enquiries should be emailed to evertonpavilion@gmail.com with Pavilion Hire as the subject. Booking confirmation and payment enquiries should be emailed to evertonpaviliontreasurer@gmail.com

JOLIFFE ROOM (HALL) BOOKING FORM

NO BOOKING WILL BE ACCEPTED OR PERMITTED TO GO AHEAD UNTIL A COMPLETED BOOKING FORM HAS BEEN RETURNED AND THE FULL HIRE FEE PAID IN ADVANCE.

The completed booking form should be emailed to evertonpavilion@gmail.com or delivered to: Everton Pavilion Chairman, Roylea, 46 Wainsford Road, Everton, Hampshire, SO41 0JR. Once availability of the requested date has been confirmed, payment by bank transfer is preferred (details below). By signing the form, hirers agree to the attached terms and conditions. Hirers must be aged 18 years or over.

Name:

Address including postcode:

Home telephone number: Mobile telephone number:

Email address for acknowledgement:

Purpose of hiring (eg. children's party):

I make application to hire The Joliffe Room (also referred to as "the hall") & kitchen as detailed below:

Booking for Single Let [ ] Recurring Let Daily [ ] Weekly [ ] Monthly [ ] tick appropriate box

Hire date Start time Finish time Number of bookings [ ]

PLEASE NOTE: Your booked time must include any time required for preparation and clearing up. Evening bookings must end, and the premises and car park be vacated, by 10.30pm. Minimum hire time is one hour. For bookings over one hour, hire times can be increased in 15-minute increments.

Hire charges are £9.00 per hour for single let bookings.

For regular bookings (daily, weekly or monthly) the hire charge is £8.00 per hour.

For regular bookings (daily, weekly or monthly) lasting four or more hours per session individual rates may be agreed with the Hirer at the discretion of the Pavilion Chairperson.

Single Let Bookings: Payment can be made by cash or bank transfer. See below for details. Bank transfer is preferred.

Regular Bookings: Regular hirers must pay monthly or termly in advance. Monthly payments must be made via bank transfer on or before the 1st of each month unless otherwise agreed with the Pavilion Treasurer. Termly payments must be made via bank transfer a minimum of two weeks prior to the start of the term.

Hirers may cancel bookings and receive a refund of charges paid by giving at least two weeks' notice. Cancellations made with less than two weeks' notice are liable to a payment of the whole hire fee.

TO PAY BY BANK TRANSFER (this is the preferred method):

Payment should be made to: Everton Sports & Community Pavilion

HSBC sort code: 40-30-36 Account number: 11161571

Please then email evertonpaviliontreasurer@gmail.com and evertonpavilion@gmail.com to let them know payment has been made.

TO PAY BY CASH:

Your payment should be delivered by hand to: Everton Pavilion Treasurer, c/o Roylea, 46 Wainsford Road, Everton, Hampshire, SO41 0JR. **DO NOT HAND DELIVER CASH TO THE PAVILION ADDRESS**.

Commercial organisations/groups with fees should attach a copy of their public liability insurance to the booking form and be prepared to provide a copy of a valid risk assessment upon request.

An acknowledgement of single let bookings will be sent to the Hirer by email. Until received the booking is not confirmed. A key will be given to Single Let Hirers at the booking start time by a Management Committee Member, who will meet the Hirer at the Pavilion. At the end of the hire time, the key must be returned to the Management Committee Member's home address. Loss of, or failure to return the key will incur a lock replacement fee as outlined in the Hire Terms and Conditions.

In the case of recurring bookings, at the discretion of the Management Committee, a key may be provided to the Hirer on a longer-term basis. The Committee retains the right to request the return of the key at any point.

I have read the terms and conditions of hire and agree to be bound by them and I will personally be responsible for ensuring the facility is left in a clean and tidy condition. I confirm that anyone present at the event who is under 18 years of age will be supervised.

SIGNED_____ Date_____

CONDITIONS OF ROOM HIRE AND INFORMATION FOR HIRERS

Everton Sports and Community Pavilion, Frys Lane, Everton, Lymington, Hampshire, SO41 0JY
Registered charity number: 294875

BY SIGNING THE BOOKING FORM, ALL HIRERS AGREE TO THE TERMS AND CONDITIONS BELOW
PLEASE BE AWARE THE ENTIRE BUILDING IS A NON-SMOKING AREA. THIS INCLUDES NO VAPING.

GENERAL BOOKING TERMS & CONDITIONS

The room measures approx. 8.5m long by 6.3m wide and may be booked for recurring or single lettings. Hall hire is for a minimum of one hour. Bookings over one hour in length are charged in increments of 15 minutes (ie. a booking can be for 1 hour, $1\frac{1}{4}$ hours, $1\frac{1}{2}$ hours, $1\frac{3}{4}$ hours, 2 hours etc). See below for charges.

The specified rates cover use of the room, the kitchen and the lavatories. Hours booked must include any time required to set-up at the beginning of the Hire and to clean and clear the room at the end of the Hire. The maximum capacity of the room is 80 standing, 50 seated in rows or 34 seated at tables.

There is also a Small Room (approx. 3m x 2.5m) available for hire at the opposite end of the Pavilion, which is accessed through a separate entrance. Use of the Small Room is not included as part of the room hire and must be booked in addition to the room if required. A separate Small Room hire form is available.

Hire of the Pavilion is available between 08.00am and 10.30pm (22.30hrs) Monday to Saturday (excluding Bank Holidays) and between 11.00am and 10.30pm (22.30hrs) Sundays and Bank Holidays. The booking, including clearing-up and vacating the premises and car park, must end no later than 10.30pm (22.30hrs).

Hirers must be aged 18 years or over. If the event is to involve persons under the age of 18 years, the Hirer must give assurances that children under 18 will be supervised. Regular Bookings with Fees/Commercial Hirers must provide a copy of their Public Liability Insurance Certificate to validate their booking.

The Hirer will, during the period of hire, be responsible for the supervision of the premises and its contents ensuring protection from damage or change. No sellotape or blu-tac or drawing pins or similar may be used in or on the walls or ceilings. Hooks in the ceiling and noticeboards on the walls are provided to put up decorations or other items in a way that avoids damage to painted surfaces. Any damage to walls, ceiling etc may incur a charge. The Hirer is also responsible for the behaviour of all persons using the premises including proper supervision of car parking arrangements to avoid obstruction of the highway.

No charge is made for cleaning, provided that all facilities are left clean, tidy and in good repair, including the lavatories (as well as cooker and refrigerator if used), and all rubbish is removed from inside and outside the premises. Any charges incurred due to damage or breakages, poor cleaning,

failure to replace furniture to the stored positions, etc will be passed on to the Hirer and is in addition to the basic Hire charge.

No responsibility whatsoever can be taken for 'personal' items left on the premises or any damage caused by them to the premises or any misuse of them by others. Any personal items left on the premises at the end of the hire will be placed in a Lost Property box in the kitchen. If not claimed within two weeks, they will be disposed of. The Management Committee accepts no responsibility for personal loss or injury to anyone whilst they are on the Pavilion premises or in the car park.

No apparatus or equipment of any description can be left on the premises without the prior consent of the Management Committee.

Heating is provided by gas-fired radiators. The boiler controls should not be touched by anyone except a member of the Management Committee. However, the room temperature during the period of Hire can be adjusted by following the instructions on the sign next to the room thermostat. At the end of the Hire period, please readjust the thermostat to the temperature it was set to when you arrived.

The key: In the case of single lettings, the key will be made available at the start of the hiring time, unless extra time is agreed by prior arrangement at the time of booking. The key must be returned by the Hirer to a member of the Management Committee at the end of the hiring time. In the case of recurring bookings, at the discretion of the Management Committee, a key may be provided to the Hirer on a longer-term basis. The Management Committee retains the right to request the return of the key at any point.

The premises must not be accessed outside the agreed hire period(s) and must be vacated promptly at end of hire.

The Management Committee reserves the right to enter the Pavilion at any time during an event if it has reason to believe there may be a problem, and to impose further conditions on the spot or curtail the event as it considers necessary for the welfare of guests or to prevent nuisance to neighbours or the wider community or to safeguard the building or to prevent impropriety of use.

It is the responsibility of the person signing the booking form to ensure that all users are conversant with these conditions of hire. A copy of the terms & conditions is to be kept by the Hirer.

CHARGES

Single Let Hirers must pay the hire charge at the time of booking. Payment should be made by bank transfer or hand delivered to Everton Pavilion Treasurer with the completed Booking Form. Public Liability is the responsibility of the Hirer.

Regular Hirers must pay monthly or termly in advance. The Hirer is responsible for obtaining 3rd Party Liability Insurance and a copy of their Certificate must be provided to the Management Committee at the time of their first Hire and each subsequent year.

Any breakages or damage must be reported as soon as possible. The Management Committee reserve the right to render additional charges to the Hirer to cover any special cleaning that may be needed following a period of hire and to recover the cost of any damage to the building or its fixtures and fittings. The Hirer must provide bags for their rubbish and remove same at end of hire. The Management Committee reserve the right to charge for the removal and disposal of any rubbish left by the Hirer inside or outside the facility.

The door key must be returned at the end of the hire period or a lock replacement fee will be payable at a minimum cost of £165.00 (fee applied will be based on applicable costs at the time).

CANCELLATIONS

Hirers may cancel bookings by giving at least 2 weeks' notice.

Cancellations made with less than 2 weeks' notice are liable to payment of the whole hiring charge.

The Management Committee reserve the right to cancel any booking by giving notice in writing and returning the hiring charge, should the purpose of hiring the premises be in any way improper or unauthorised, or in a case of force majeure. The Management Committee shall not be liable to pay the Hirer any money/loss incurred by the cancellation.

MUSIC & ENTERTAINMENT

The Pavilion does not hold a licence for Public Entertainment. Hirers are responsible for obtaining any licence that may be required for the playing of music etc. The Pavilion is not available for discos (except for children under 12 years of age).

Music must cease by 10.00pm (22.00hrs) and all music must be kept to a suitable level to avoid disturbance to neighbours.

For Commercial Hirers/Regular Bookings with Fees, Hirers should ensure that they have proper insurance for any equipment used in the Pavilion, to include damage caused by them to the premises and its users.

Responsibility for the use and safety of electrical equipment brought on to the premises by the Hirer rests entirely with the Hirer. Any such electrical equipment must have passed the necessary P.A.T. tests and certificates must be produced upon request.

Responsibility for the use and safety of any other equipment specified at the time of booking (for example, but not exclusively, an indoor bouncy castle) brought on to the premises by the Hirer rests entirely with the Hirer. Public Liability insurance cover must exist for such electrical and other equipment. Copies of certificates of insurance must be produced upon request. Without adequate insurance cover such equipment must not be used. Hirers may be asked to remove such equipment from the premises.

Children shall be restricted from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. Performances involving danger to the public or of a sexually explicit nature shall not be given.

The maximum capacity of the Hall is as follows:

- Standing – no tables or chairs: max 80
- Seated – no tables: max 50
- Seated at tables: max 34

The maximum capacity of the Small Room is as follows:

- Standing – no tables or chairs: max 14
- Seated – no tables: max 7
- Seated at tables: max 4

ALCOHOL LICENCE

No licence is held by the Management Committee for the sale of alcohol in the Pavilion. Hirers may make an application for a licence from the local authority (provided prior approval to apply for a licence has first been obtained from the Management Committee) or use a mobile licensed bar. Proof of a licence should be provided to the Management Committee before any sales take place. Alcohol consumption by persons under age must not be permitted.

It is an offence to sell/serve alcohol to persons under 18 years of age. Young persons (16 to 17-year-olds) may consume wine, beer or cider at a table meal when accompanied by an adult at the meal.

If for any reason alcohol is being sold without a licence or there are signs of alcohol-related behaviour, any member of the Management Committee can close the event immediately.

No licence is needed for free alcohol.

HEALTH & SAFETY

It is the responsibility of the individual Hirers to ensure that they are aware of the Health & Safety at Work Act 1974 and to take reasonable precautions to ensure that their activities are carried out in a responsible way and that the facility is in a safe and fit condition for the activity they are undertaking.

A copy of Everton Pavilion's Health & Safety Policy is available upon request. A copy is also kept in the kitchen or can be viewed on the website at https://evertonpavilion.org/documents/

A first aid kit is available in the kitchen and in the event of an accident an Accident Report form must be completed by the organiser of the event/group and given to the Chairperson.

The entire building is a non-smoking area and this includes no vaping. Smoke machines or similar devices are also forbidden. It is the responsibility of the Hirer to ensure the no-smoking rule is adhered to by all persons at the event.

Animals are not permitted on the premises, with the exception of assistance dogs.

FOOD SAFETY

Under the Food Safety Act 1990, it is the responsibility of persons providing food for any event held in the Pavilion to ensure that they are aware of and abide by the legal requirements. The Management Committee is not responsible for any food brought into any part of the Pavilion.

PROTECTION OF CHILDREN & VULNERABLE ADULTS

It is the responsibility of the Hirer (under the Children Act 2004) to ensure the safety of all children at all times at any event. There is also a responsibility to safeguard vulnerable adults. The Hirer shall ensure that any activities at the premises for children or vulnerable adults comply with current legislation in that regard and that only fit and proper persons have access to children or vulnerable adults. Everton Pavilion Management Committee has a Safeguarding Policy. This document is

available upon request. A copy is also kept in the kitchen or can be viewed on the website at https://evertonpavilion.org/documents/

Hirers are responsible for the observance of the law regarding child protection, in particular that adults having continuing and close contact with children or vulnerable adults should have undergone a DBS (Disclosure & Barring Service) check. A declaration form for such user groups should be signed and returned with the booking form.

Any incidents should be reported to the Child Protection Officer. The designated Child Protection Officer for the Pavilion is the Chairperson (see external notice board for contact details).

Hirers of the Hall need to be aware that there may also be Hirers of the Small Room using the premises during the same time period. Hirers should therefore ensure that adequate supervision of children is in place at all times.

FIRE PRECAUTIONS

Hirers must make themselves familiar with the location of the emergency exits and of the importance of fire doors. Hirers will be responsible for informing all those using the Hall or Small Room of the position of the emergency exits. Hirers must also familiarise themselves with the instructions of what to do in case of fire. Instructions are displayed on the wall in the Hall and in the Small Room, while the Pavilion's Fire Safety Policy and Fire Evacuation Plan can be viewed on the website at https://evertonpavilion.org/documents/

Hirers are held responsible for adequate supervision of the premises by their own party during the time of hire and must ensure that fire exits and access to them are kept clear at all times. Fireworks, party poppers and candles are not allowed, either for internal or external use, with the exception of birthday cake candles.

ACCESS FOR ALL

There is access into the building for wheelchair users through the main Hall emergency exit and a designated toilet in the block outside the main entrance. Assistance dogs are welcome.

CAR PARKING

All drivers are requested to drive in a safe and responsible manner when entering or leaving the car park. Parking is at the vehicle owner's risk.

Vehicles must be parked responsibly and so as not to impede emergency service vehicles or other drivers' access, including access to the recreation ground for council and emergency vehicles.

Please keep noise to a minimum, particularly when leaving the car park at night, to prevent disturbance to neighbours and the wider community.

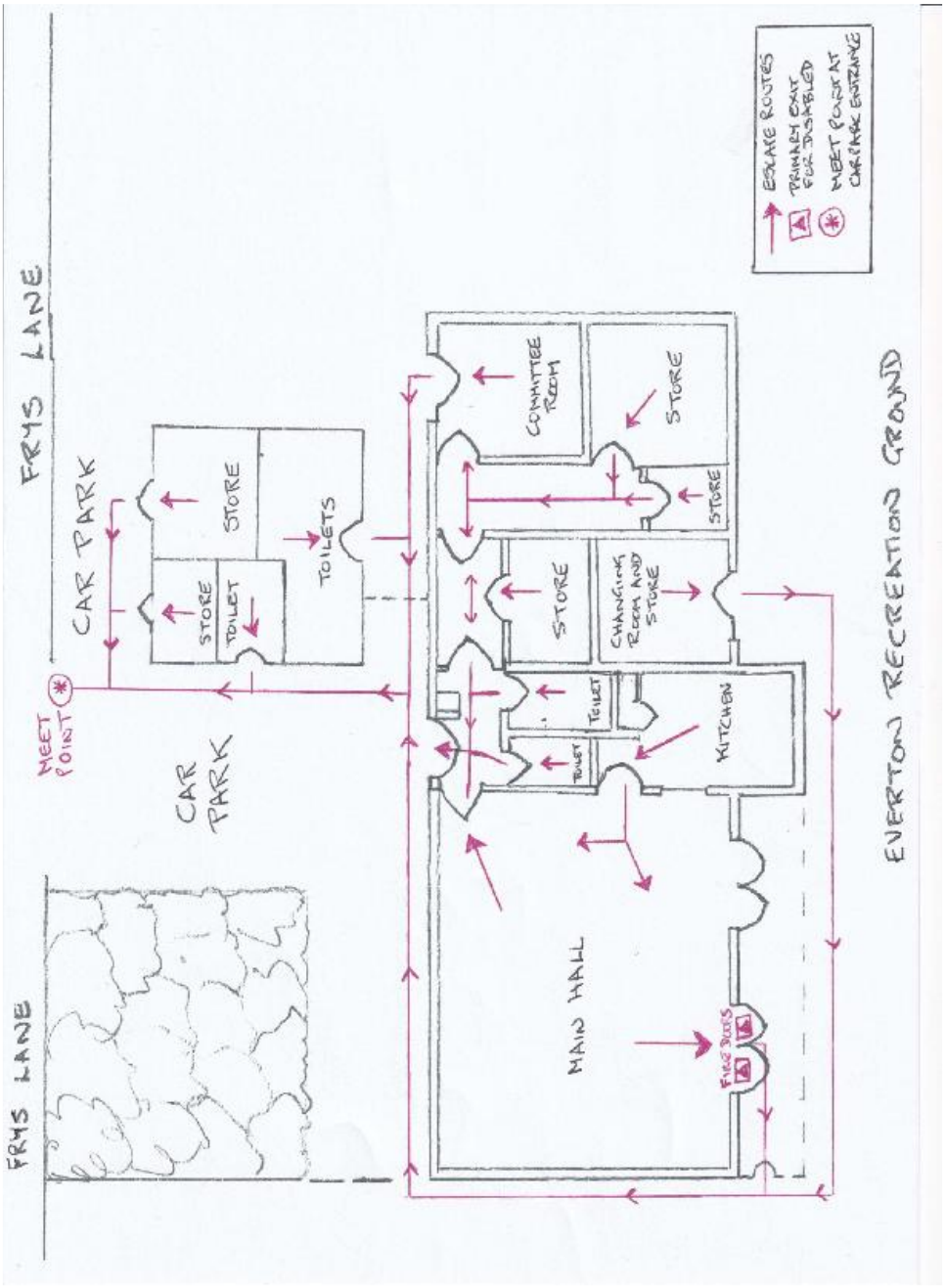
CHECKLIST FOR HIRERS OF EVERTON PAVILION

In order that the Pavilion can be kept in good condition for all, would Hirers please do the following at the end of each hire:

1. Ensure tables & chairs are clean before being put away where you found them, sweep the floor and clean up any spills or dirt marks. Cleaning equipment will be found in the kitchen.
2. Check that all taps in the lavatories and kitchen are turned off, and the lavatories are clean.
3. Ensure that the refrigerator and the oven are empty and clean if you have used them.
4. Ensure any cups, plates and other kitchen equipment that you have used are washed, dried and put away. Hirers must supply their own washing-up liquid, tea towels etc.
5. Ensure that all rubbish is removed from the premises at the end of the hire period. Hirers are responsible for providing rubbish sacks. The Committee reserve the right to charge for the removal and disposal of any rubbish or waste left by the Hirer inside or outside the facility.
6. If you have adjusted the heating during your hire period, ensure that the heating controls are returned to their default setting before leaving the premises.
7. Check that all fire doors and all windows are closed and secured & all lights switched off.
8. Set the alarm and lock the outer door.
9. Return the key as arranged to a Committee Member.

Thank you for your cooperation.

FIRE EVACUATION PLAN



FIRE EVACUATION PLAN
General Emergency Evacuation Plan for:
Everton Sports & Community Pavilion, Frys Lane, Everton, Hampshire, SO41 0JY
Plan date: 24/04/24
Review date: 24/04/26
Sound of the alarm
The sound of the alarm will be:
A continuously beeping smoke/heat alarm and/or a shouted warning
Raising the alarm
In the event of a fire:

If the fire is discovered by a member of the pavilion management committee, or the main hirer, or a visitor notifies the main hirer of a fire, the alarm will be raised by commencing a shouted warning

Action committee members or hirers should take on hearing the alarm

The following actions will be taken upon the fire alarm being sounded/raised:

- If present, the chairperson or any other member of the management committee will take charge and lead in the fire evacuation
- If no member of the management committee is present, the lead hirer will take charge and lead in the fire evacuation
- Dial 999 and request attendance by the Fire Service. Management Committee member or lead hirer gives their name, name of building, building address (as detailed above), contact number and details of fire
- Management committee member or lead hirer will commence evacuation of the building, ensuring this is done in a calm and orderly manner, providing assistance to those needing additional help in evacuating
- Separate Personal emergency evacuation plans (PEEPs) will be put in place for known regular users with additional needs, if required
- Management committee member or lead hirer to sweep building to ensure all areas are clear if safe to do so and ensure all doors are closed on the way out
- If safe to do, electrical mains and gas supplies should be switched off before leaving the building. The location of these are electricity: cupboard in lobby area; gas: in boiler/cleaner's cupboard in kitchen
- Management committee member or lead hirer to ensure nobody re-enters the building until confirmed safe by the Fire Service
- Meet at assembly point at Frys Lane entrance to pavilion car park and check all contractors and users are accounted for
- Management committee member or lead hirer to liaise with Fire Service upon their arrival

FIRE EVACUATION PLAN

Escape routes

The escape routes from the building are:

1. Double fire doors out of main hall
2. Front entrance door from lobby
3. Side door out of small meeting room

Fire assembly point

The assembly point is: At the Frys Lane entrance to the pavilion car park

Fighting fires – Extinguisher use

Fire extinguishers will only be used where:

- Those present feel confident in their use

- Where it is deemed safe to do so i.e. there is a clear means of escape and the fire is small

PERSONAL SAFETY ALWAYS TAKES PIORITY AND, IF IN ANY DOUBT, THOSE PRESENT SHOULD NOT ATTEMPT TO EXTINGUISH A FIRE

Location of key safety hazards or other fire related equipment

- Gas supply shut off: boiler/cleaner's cupboard in kitchen
- Mains fuse box: cupboard in lobby area
- Mains water inlet: cupboard beneath sink in kitchen

Responsibilities

For ensuring the plan is up to date: Pavilion Management Committee chairperson Toby Sears

For ensuring management committee members and regular hirers are aware of the evacuation plan and of their roles and responsibilities: Committee member Linda Sears