

Martham Parish Council

Community Centre, Playingfield Lane, Martham, Great Yarmouth, Norfolk, NR29 4SP

Telephone 01493 749938

Clerk: Stacey Kent clerk@martham.gov.uk

www.marthampc.org.uk

Martham Community Centre Hire Application Form

Please fill in all the details and return this form to the above address.

Name of organisation:

Contact name:

Address:

Telephone Number:

Email:

Hire date (s):

Time period required:

Room required:

Old Room

New Room

Small Room

Purpose of use

TERMS OF USE

- Lettings are charged at £10 per room per session. Sessions are morning, afternoon or evening.
- Please include your payment with booking form.
- We require 14 days notice of cancellation or payment is forfeit.
- Please enclose proof of public liability insurance for your event.
- The premises must be left clean and tidy. All washing up should be done.
- Noise must be kept to a minimum out of respect to nearby residents.
- Martham Parish Council accepts no responsibility for damage to or loss of property belongings during the hire.
- Martham Parish Council accepts no responsibility for any injury that may occur to any person during the period of hire.
- Any damage to the building or its contents must be reinstated or paid for by the hirer.

I/we agree to adhere to the terms of use of hire of the Community Centre.

Signed:

Please print name:

Date:

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Martham Community Centre Conditions and Regulations

BOOKING & CHARGES

- All bookings must be made through the Parish Office and are not placed until confirmation has been received.
- For individual bookings payment will be required in advance.
- Invoices will be issued monthly under 30 day terms.
- A charge will be made for cancellations at the following rates:
 - Less than 48 hours notice – full price
 - Less than 14 days notice – 50% of full price
 - Greater than 14 days – full refund
- Should the premises become unavailable for any reason any payments made will be refunded in full.
- Cheques must be made payable to Martham Parish Council.

CENTRE FACILITIES & EQUIPMENT

- Please ensure that those using the facility remain within the area of the accommodation as stated on the Booking Form, and other hiring groups on the premises are not interrupted.
- Any damage to the building or its contents must be reinstated or paid for by the hirer.
- Equipment must only be used with prior agreement.
- All furniture and equipment must be returned to its original location at the end of the period of hire.
- Litter to be placed in bins within the building, or into the large bin adjacent to the hall. All property belonging to the hirer is to be removed by the hirer at the end of the period of hire.
- All periods of hire are inclusive of setting up and setting down time.
- Please note that this is a NON SMOKING SITE.
- Please also note the centre does not have an alcohol licence.

RESPONSIBILITIES OF THE CENTRE:

For the duration of the letting period the centre will be responsible for ensuring the following provision:

- Adequate means of escape in an emergency
- Adequate equipment available for use should an emergency situation arise. i.e. fire extinguishers and first-aid kit.
- Adequate heating, lighting and ventilation.
- Safe equipment and premises. Individual arrangements will detail which equipment should or should not be used.
- Assistance available on-call to deal with defects to centre or equipment and to ensure centre is secured.

Martham Community Centre Conditions and Regulations

- Sufficient information given to hirers on operation of equipment and emergency facilities.
- Arrangements are in place to ensure the security of the centre at the end of the letting period if appropriate.

RESPONSIBILITIES OF THE HIRER:

For the duration of the letting period the hirer will be responsible for ensuring the following:

- All notices are adhered to.
- Easy access to a mobile phone is maintained in case of emergency.
- All necessary licences and insurances are held by the hirer; we may ask to see a copy.
- A nominated Fire Officer is in place.
- Although Martham Community Centre carries out risk assessments on the centre we suggest that you also carry out your own to cover your specific activity.
- No equipment other than that specified at the time of letting is used.
- Please ensure all users have familiarity with emergency procedures, such as fire escapes, fire extinguishers, alarms and first-aid facilities.
- An emergency evacuation procedure must be in place to detail who will be responsible for taking control, calling emergency services, and where to assemble. Consideration should be given to the needs of disabled participants.
- Facilities and equipment must be used in a responsible manner, which does not compromise the safety of the users or the premises and equipment.
- Emergency exits, fire extinguishers and alarm points must not be obstructed.
- Adequate walkways are available to allow free and easy access these must be kept clear.
- Combustible, flammable and hazardous materials should not be brought into the premises.
- Any incidents, accidents or damage is reported immediately.

LIABILITY

Martham Parish Council shall not be liable for any or loss, damage or injury to persons or property in relation to the hire, with the exception of injury or damage which may occur by reason of the negligence of Martham Parish Council, its servants or agents acting within the scope of their authority.