

DOURDAN PAVILION
The Recreation Ground off The Causeway, Great Dunmow, Essex
ADMINISTERED BY



GREAT DUNMOW
TOWN COUNCIL

Updated 13.08.24

STANDARD CONDITIONS OF HIRE

If the Hirer is in any doubt as to the meaning of the following, Great Dunmow Town Council (GDTC) should be consulted immediately. The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.

Full payment must be made within 14 days from the date of issue of the invoice, if not the booking will be removed.

1. Supervision

- (a) The hirer shall be responsible for ensuring that there are enough supervisors on duty in the premises throughout the whole period of hiring;
- (b) The supervisors shall be not less than 18 years of age;
- (c) All children under 16 years must be supervised.
- (d) The hirer shall ensure that all supervisors have been instructed in their responsibilities in the event of emergencies.

2. Use of Premises

The Hirer shall not use the premises for any purpose other than that described in the Hiring Agreement and shall not sub-hire 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 same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol thereon without written permission.

3. Prevent Duty

- (i) The Hirer acknowledges that Great Dunmow Town Council has a duty under Section 26 of the Counter Terrorism and Security Act 2015 in the exercise of its functions to have "due regard to the need to prevent people from being drawn into terrorism" (the "Prevent Duty"). The Hirer shall ensure that it uses the Dourdan Pavilion in such a way as to satisfy the Prevent Duty.
- (ii) The Hirer must ensure that the venue is not used by any groups or speakers in support of any extremist ideology.

4. Capacity

Not more than 50 persons seated for a meal, 65 persons seated for a meeting or 70 persons standing shall be present in David Cock Room at any one time.

5. Safety Compliance

- (a) The Hirer is to familiarise themselves with the safety action notice, and what to do in emergencies specifically:
- Where the fire escapes are, fire doors are to be unlocked but closed;
 - Where the assembly point is;
 - Calling the Fire Service in the event the fire alarm sounds. In the event that the alarm sounds the hirer shall ring for the Fire & Rescue Service (999) and the caretaker on 07513 620340;
 - The location and use of fire-fighting equipment;
 - Where the public first aid box is (as shown on attached plan). NOTE If the first aid box is used please notify GDTC so that it may be re-stocked in a timely manner.
- (b) Commercial entities shall make adequate first aid arrangements for members of the public, performers and other persons present.
- (c) All spillages ARE to be cleaned-up immediately and “Wet Signs” to be in place
- (d) In advance of an entertainment or play:
- The Hirer has carried out a safety briefing before the commencement of the event
- (e) The Hirer shall allow access to and comply with all reasonable requests made by:
- The police;
 - The Fire & Rescue Service;
 - The Local Authority (Health, or Licensing Authority).

NOTE A Plan showing safety related matters, including Fire Exits, Fire Extinguishers, Fire Blankets, First Aid Boxes and Fire Alarms is attached

6. Risk Assessment

- (a) GDTC has assessed the risks to persons and property and has put control measures in place to ensure continued safety through use of the property. These conditions of hire constitute part of those the control methods so far as they relate to adult private functions such as: Collectors fairs, under 12's events, painting clubs, horticultural society, weddings, family parties such as 40th & 50th etc. musical competitions, musical societies, plays and similar amateur undertakings. Such functions are assessed by GDTC as **low risk**.
- (b) Where the activities to be carried out are not commercial but the hirer is aware of activities which **may have a potential to cause harm** (e.g. sport or physical exercise clubs, activities with children etc.), the Hirer is required to carry out his own risk assessment so far as it pertains to those specific activities and provide it to GDTC 2 weeks before the event. Where additional control measures such as enhanced first aid kits, Epi pens etc. have been identified in the risk assessment these must be provided by the hirer
- (c) Any event where admission is charged for profit **on a commercial basis**, the Management of Health and Safety at Work Regulations apply and a risk assessment is required to be provided by the hirer to GDTC 2 weeks before the event. In such cases the Hirer's risk assessment must assess the risk of harm to persons and property of all activities being undertaken in connection with their hire of the Pavilion. The Hirer must provide any specialist control measures identified in their risk assessment.
- (d) GDTC will not approve any risk assessment but may reject one and thus refuse the hire.

7. Health and Hygiene (Food)

It is GDTC's wish that all persons preparing, serving or selling food regardless of commercial status provide food safely and responsibly. However, it is recognised that the law applicable to commercial concerns is different for private or volunteer groups i.e. a food hygiene certificate is not required for volunteer groups. All commercial vendors should be able to demonstrate that their food handling staff have completed a formal course on food hygiene to level 2.

For further information for commercial suppliers refer to <https://www.uttlesford.gov.uk/foodsafety>

Non-commercial food providers should still abide by basic hygiene standards e.g. food should to be procured from reputable sources, within its sell by date, thoroughly cooked to acceptable standard. No re-heating of food is permissible. Further detailed advice is available from the Food Standards Agency <https://www.food.gov.uk/safety-hygiene/providing-food-at-community-and-charity-events>

8. Electrical Appliance Safety

The Hirer shall ensure that any electrical appliances brought into the Pavilion Premises (including the car park) must be safe and have a current certificate of safety (**Portable Appliance Test Certificate**)

Caterers, mobile disco's, bands and children's entertainers (etc.) are to provide a copy of their safety certificates to GDTC at least two weeks prior to the event.

All electrical equipment shall be used in accordance with its intended use and used in a safe manner in accordance with the Electricity at Work Regulations 1989.

All electrical equipment shall be supervised at all times.

All cables running along floors must be protected, placed at the skirting or taped down.

The safety covers for the sockets shall be replaced after use

9. Rubbish

All rubbish to be taken off site at the end of the function. The Town Council reserves the right to re-charge the hirer costs incurred for rubbish clearance.

10. Damage & Alterations

- (a) No alterations or additions may be made to the premises nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the premises without the prior written approval of GDTC and all such items must be removed during the hiring period unless special arrangements have been made with GDTC.
- (b) Any alteration previously approved shall at the discretion of GDTC remain in the premises at the end of the hiring. It will become the property of the Council unless removed by the hirer who must make good to the satisfaction of GDTC.
- (c) Tape, drawing pins or Blue Tack must not be affixed to the walls or any other surfaces. Nothing must be put over, or attached to the Dourdan Mural.
- (d) All and any damage noted at the end of the hire shall be repaired by GDTC and all associated costs shall be recovered from the hirer

11. Property, & Public Liability Insurance

- (a) The Council cannot be held responsible for any personal properties left on the premises and the Hirer is advised to take out adequate insurance to cover any such risk.
- (b) Commercial hirers shall provide GDTC evidence of property and public liability insurance 2 weeks prior to the event.
- (c) Caterers, mobile disco's, bands and children's entertainers (etc.) are to provide a copy of their property & public liability certificates to GDTC at least two weeks prior to the event.

The Council is insured against any claims arising out of its own negligence.

12. Accidents and Dangerous Occurrences

The Hirer must report all accidents involving injury to the public to GDTC as soon as possible. Any failure of equipment belonging to the Pavilion or brought in by the Hirer must also be reported **as soon as possible**.

Certain types of accident or injury must be reported to the Health & Safety Executive. GDTC will give assistance in this respect. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) a copy of which is located in the foyer.

13. Flammable Substances

- (a) **No fireworks or Pyrotechnics of any description are to be used in the Pavilion or the grounds**
- (b) No candles are allowed.
- (c) Smoke machines are prohibited in the Pavilion (automatic detection is fitted).
- (d) A BBQ is allowed in the grounds in the nominated position on condition that:
 - It must be raised off the ground;
 - Properly supervised and not left attended at any time;

- A foam fire extinguisher is obtained and kept next to the BBQ

14. Noise & Public Nuisance

- (a) No hire will be granted where the event is likely to cause offence to our neighbours including those of a dangerous or explicit nature.
- (b) The hirer shall be considerate to the surrounding residents when arriving or leaving and make sure adequate transport (Taxis) are available to ensure a swift departure.
- (c) On receipt of complaints from residents for noise GDTC reserves the right to instruct hirers to turn down amplified equipment. If this persists the electrical supply will be turned off by the caretaker and the event closed.
- (d) Music shall cease at the agreed time (as detailed on the booking).

15. End of Hire

- (a) All floors must be cleared of rubbish and swept and tables to be wiped clean. Mops, brooms and cleaning materials are located in the kitchen and bar areas
- (e) The Premises shall be vacated within 20 minutes at the end of the hiring period. Only those helping to clear-up or load out equipment should be on the Premises after this.
- (f) The premises should be totally vacated and secured 45 minutes afterwards Failure to comply with the above may result in an additional charge for staff overtime.
- (g) 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, otherwise GDTC may make an additional charge.

16. Glasses

- (a) Plastic glasses must be used at all functions.
- (b) Bottled drinks must be emptied into a glass.(i.e. there must be no drinking from the bottle)
- (c) Wine glasses are permitted during a meal but must be removed promptly at the end of the meal.

17. Alcohol & Drugs

Great Dunmow Town Council's halls are licensed premises. In order to comply with the Licensing act 2003 we have a duty of care to ensure there is no abuse of alcohol (or other substances) on our premises

- (a) Care shall be taken to avoid excessive consumption of alcohol.
- (b) Alcohol shall not be served to any person suspected of being drunk nor to any person suspected of being under the age of 18.
- (c) Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises.
- (d) No illegal drugs may be brought onto the premises.
- (e) For any event where there is a possibility that risk of abuse is increased (however remote) GDTC require that either a) a named personal licence holder or b) a Security Industry Authority (SIA) registered door supervisor is required to be present at all times whilst the event is in progress. Examples of such events include any event for young persons (12-21), adult themed gatherings and certain events with an admission charge is levied, especially where no history of the event is available.
 - If the event falls into one of the aforementioned categories the Hirer must provide GDTC with a copy of either the personal licence or the SIA Licence of the responsible person who will be there on the day at all times the event is in progress when you collect the keys to the venue. Please note that failure to provide a copy of the licence will invalidate your booking. Should we find that an event proceeds without adequate supervision we reserve the right to terminate the function.
 - Great Dunmow Town Council does not hold a contract to provide or endorse any provider of these services but could suggest a reputable provider on request.
 - **PLEASE NOTE THAT THE MAXIMUM PENALTIES FOR CONTRAVENTION OF THE LICENSING ACT 2003 ARE FINES UP TO £20,000 AND / OR IMPRISONMENT FOR UP TO SIX MONTHS**

18. Animals

The Hirer shall ensure that no animals (except guide dogs or assistance dogs) are brought into the premises, other than for a special event agreed to by GDTC.

19. Protection of Children

For commercial events or activities for young people the hiring organisation must deposit a copy of its Child Protection Policy with GDTC at least 14 days before the date of hiring.

20. Performance Licences

GDTC holds a Performing Rights Society Licence (which permits the use of copyright music), and a Phonographic Performance Ltd. Licence (which permits use of sound recordings on which original music may be carried).

21. Chairs

Please use the trolleys provided for moving chairs and tables in order to avoid injury. Please stack chairs in 10's and tables in 5's. (maximum)

22. 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.

23. Heating

- (a) The heating controls are located in the foyer.
- (b) Do not adjust individual radiators/heaters as this will result in the Pavilion being too cold or hot for subsequent users.
- (c) Temporary heaters are not to be brought onto the premises.

24. Fly Posting

A notice board is provided at the entrance of the car park for advertising public events. No other posting is allowed.

25. Cancellation

- a) If the Hirer cancels more than 12 weeks before event no charge will be made.
- b) If the Hirer cancels 6 – 12 weeks before event 50% of scale fee will be charged.
- c) If the Hirer cancels 6 weeks before event 100% of scale fee will be charged

Above a) and b) relates to Friday evening, Saturday day and Saturday evenings

All other times remain as c)

The Council reserves the right to cancel this hiring by written notice to the Hirer in the event of:

- (a) The premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election or a Referendum or a Parish Poll.
- (b) the Council reasonably considering that (i) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (ii) unlawful or unsuitable activities will take place at the premises as a result of this hiring.
- (c) In the event where Great Dunmow Town Council feel there is reputational risk to our organisation, we have the ability to withdraw from the contract and cancel the booking of the event.
- (d) the premises becoming unfit for the use intended by the Hirer.
- (e) an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

In any such case the Hirer shall be entitled to a refund of any deposit already paid, but the Council shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever

26. Stored Equipment

All equipment and property (other than previously agreed “stored” equipment) must be removed at the end of each hiring or fees will be charged for each day or part of a day at the hire fee per hiring until the same is removed. The Council accepts no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded.

The Council may, at its discretion after 7 days:

- (a) in respect of any property left following a hire or;
 - (b) Where a hirer fails to pay storage charges in respect of stored equipment;
- dispose of any such items by sale or otherwise on such terms and conditions as it thinks fit, and charge the Hirer any costs incurred in storing and selling or otherwise disposing of the same.

27. Smoking

There is a “No Smoking” policy throughout the Pavilion as a whole.

28. Christmas Day and Good Friday

No hiring of any description is permitted on any Christmas Day or on any Good Friday.

29. Hypnotism, mesmerism or similar

No exhibition, demonstration or performance of hypnotism, mesmerism or any similar act or process which produces or is intended to produce any form of induced sleep or trance in which the susceptibility of the mind of that person to suggestion or direction is increased or intended to be increased is allowed.

30. Changing/shower rooms

The hirer is responsible for proper supervision of changing/shower rooms, if applicable to ensure safety and compliance with the other Standard Conditions of Hire.

31. FACILITIES – The Dourdan Pavilion

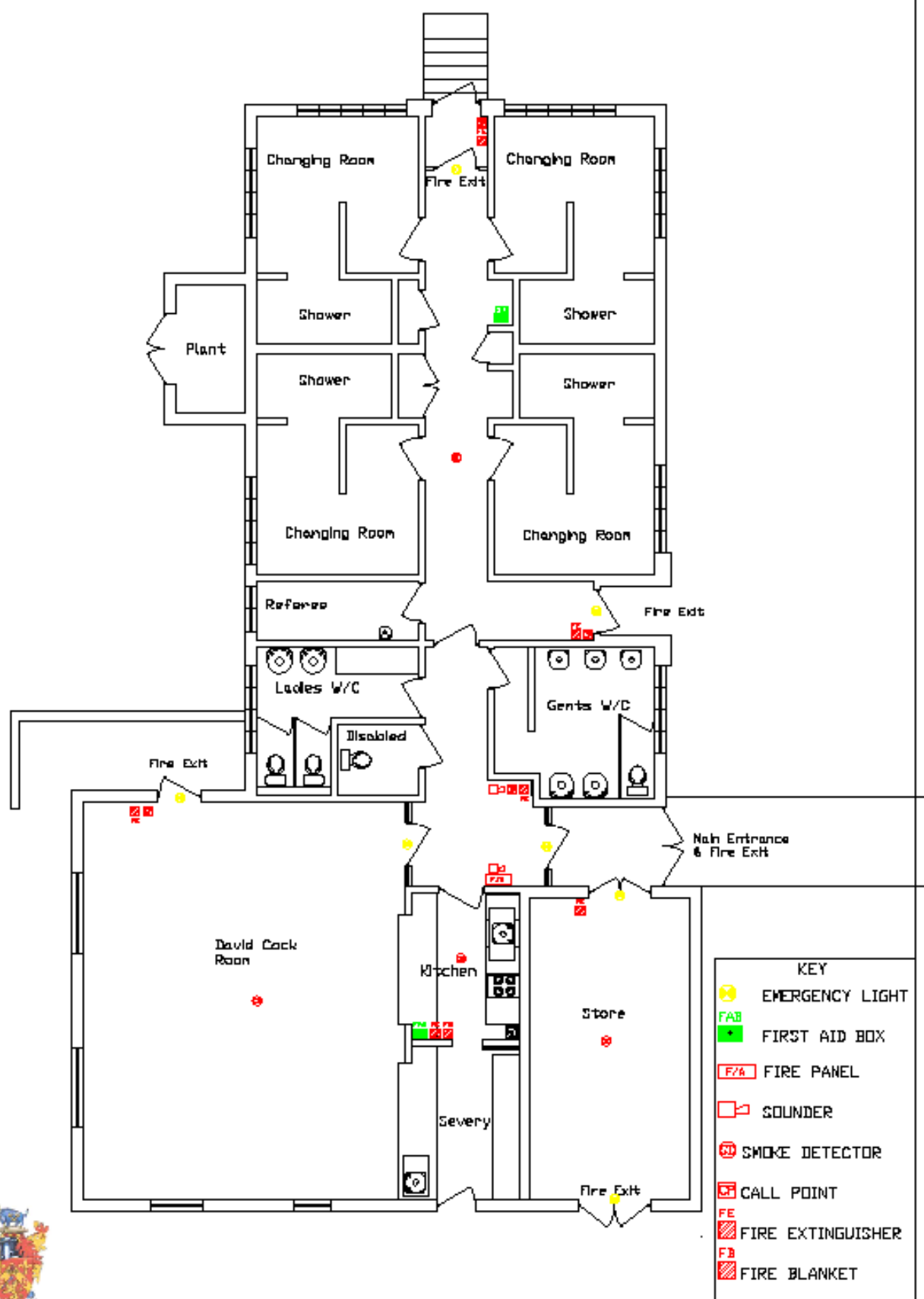
(a) General

Trestle tables	3' x 3'	8
Trestle tables	5' x 3'	4
Chairs Blue		65
Chairs Red		10

(b) Kitchen

Cups		32
Saucers	40	
Side plates 5"		42
Dinner plates		27
Sugar bowls		0
Pyrex bowl		1
Large glass bowls	3	
Small glasses		33
Glass jug	1	
Metal Tea Pot large		2
Metal Tea Pot Small		4
Metal jug		1
Plastic jugs		4

Teaspoons	3
Desert spoons	17
Forks	39
Knives	37



GREAT DUNMOW TOWN COUNCIL DOURDAN PAVILION FIRE PLAN PN FEB 2020