



## Sturminster Newton Town Council

### The Council Chamber Conditions of Hire

#### Booking

A booking must be made through the Council Office before the Chamber can be used. This will involve completion of a simple form. A named individual will be required to take responsibility for compliance with these conditions and to sign an acknowledgement to this effect.

#### Keys

If you are hiring the chamber for an afternoon or evening meeting you will need to collect a key. The key is available for collection the day before hire between 9.30am -12.30pm from the Council office. Please either post the key back through the letterbox in an envelope once you have locked up or return the key to the office the following morning.

#### Charges

The day is divided into morning, afternoon and evening sessions. The charge per session is specified in our current table of fees and charges. The cost of hire includes the use of the toilets and the kitchen area.

#### Use of projector, flip-charts, etc.

Please let us know when you book if you would like to use our projector, flip-charts or display boards.

#### Conditions of Hire

Smoking is not permitted on the premises.

Alcohol may be consumed in the Chamber but it is not to be sold on the premises or supplied to persons under the age of 18.

The heating is on a timer setting. Please do not adjust the thermostat on the wall. The chamber is heated via underfloor heating and adjusting the thermostat will alter the temperature for the next day, not instantly.

The use of the Chamber cannot be supervised by the Council, therefore:

- the safety of all persons present is the responsibility of the hirer and not the Council; and
- the Council accepts no responsibility for damage to or loss of personal items.

## At the End of the Session

The Chamber, kitchen and toilets must be left clean and tidy.

All rubbish and any items brought into the premises must be removed.

Chairs and tables are to be left as found.

Please check that all the lights are switched off, the windows closed and locked and the front door locked behind you on exit once the last person has vacated the premises.

**In case of an out of hours emergency please call 01258 475413**

# FIRE SAFETY

You, the hirer are responsible for safety at your event.

- Familiarise yourself with the fire and evacuation plan before your event starts. This is displayed to the side of the main door.
- Consider whether you should give a safety briefing at the beginning of your event (no planned drills, location of fire exits, etc.)
- Do NOT prop or wedge fire doors open.
- In the event of a fire:
  - sound the alarm (if you can do so safely and it hasn't started automatically)
  - evacuate the building:
    - do not collect belongings,
    - make sure everyone else has left,
    - make sure fire doors are free to close behind you,
    - only use the fire-fighting equipment if you are confident to do so safely - do not take any risks,
    - take the contents of the fire records bin by the front door ready to show the Fire Brigade
    - do not re-enter the building until instructed it is safe to do so
- If an alarm sounds, you MUST evacuate the building as above - do NOT assume it is a drill, fault or false alarm.
- Make sure everyone gathers at the Fire Assembly Point in **the Railway Gardens** and carry out a roll call (if appropriate)

**Get Out, Stay Out, Call the Fire Brigade Out**