



Community room terms and conditions of hire

General conditions of hire

1. The community room is available to be booked between 9am and 9pm
2. The community room is not available for the use of business.
3. We are unable to accept block bookings and individual booking requests need to be made.
4. The Hirer will be responsible for making a public announcement at the beginning of the event making visitors aware of the Fire Safety procedures and what to do in the event of an emergency should the room need to be evacuated.
5. The Hirer will be responsible for the conduct of their guests throughout the period of hire.
6. The Hirer is responsible for ensuring that the permitted numbers are not exceeded at any point during the event.
7. The Hirer must always be present at the room and vacate the room at the agreed time.
8. The Hirer is responsible for leaving the room in a clean and tidy condition.
9. The hirer is responsible for any damage or breakages which must be reported as soon as possible to the to the keyholder. This may incur a charge to the hirer for any damage or breakages.
10. The keyholder reserves the right to exclude any parties from hiring the room if they believe that they will not act in a responsible manner.



11. Music must not be at a volume that does not affect other residents nor causes nuisance. Music must cease by **9pm**

12. Use of kitchen:

Where tea and coffee making facilities are available, they are free to use but own provisions must be supplied.

11. The keyholder or hirer will open and close the room for any booking.

12. Fire procedure.

13. Health and safety information.

14. Toilet facilities where available, will be checked before and after the hire of the room by the keyholder or hirer.

15. Residents are unable to make block bookings

16. The community room must not be used for commercial activity nor hired on behalf of another party

Consumption and sale of alcohol

The consumption alcohol is permitted in the community room. The selling of alcohol is not permitted



Other conditions specific to the use of this community room

The fire safety precautions and evacuation procedures

The Hirer is responsible for ensuring that:

1. In the event of a fire the hirer is responsible for:
 - Ensuring the safe evacuation of all people attending the event to the assembly point.
 - Calling Avon Fire and Rescue from a place of safety by dialling 999.
 - Bristol Operations Centre (0117 922 2200 during working hours and 0117 922 2050)
2. They familiarise themselves with the fire exits and ensure that they are not blocked, locked, or otherwise secured at any time during the event.
3. People with disabilities can exit the building safely. The Emergency services advise that they should be evacuated last with the assistance of helpers chosen in advance for this purpose. This is because they might cause a blockage in the exit in the rush to evacuate. It is not because we care less about them.
4. Do not go back to retrieve any personal belongings or to check if the areas are clear of people. Checking the Community Room is the task of the emergency services who are trained to do this.
5. Everyone should go to the Assembly Point for the building
6. Fire safety exit signage and notices are not to be obscured by decorations.
7. If the entrance doorway to the room is a fire door, it will have a door closer and will not be left propped open.



8. No smoking is permitted inside the room or building nor immediately outside of any fire exit doors.
9. Candles are not to be used.
10. Use of cooking facilities will not be permitted
11. All electrical equipment brought and used in the room has been PAT tested (hirer to provide a schedule of equipment and date of PAT test).
12. Extension leads used do not overload electrically and trailing leads are covered so as not to be a trip hazard.
13. If the room is to be decorated - decorations should be flame retardant and shall not be placed close to heat sources or fire exit doors. After use, all decorations should be removed by the hirer and any decorations should not cause damage to the wall
14. Artificial 'smoke' machines are not used.



For events

1. Hirers should ensure that at least two people present for the duration of the event are familiar with the fire exit location(s), operation of opening mechanism, and are able to act as 'Fire Marshalls' to:
 - Verbally or by other manual method raise the alarm and call for evacuation of the room in the event of fire or smoke (if there is no automatic fire alarm system). Everyone must evacuate the building even if the fire cannot be seen.
 - Guide people to and out of the fire exits and to a designated place of safety in case of an alarm being raised.
 - Ensure that kitchen areas and toilets immediately off the Community Room are clear after the alarm is raised.
 - Ensure that no one is smoking or otherwise causing a fire or health and safety hazard.
 - Ensure that the permitted number of attendees to the event is not exceeded.
 - Unless individuals are trained and confident to do so they should not attempt to use fire extinguishers. In any event only to use these to help to secure the safe escape of persons.

The health and safety procedures

The Hirer is responsible for ensuring that the room is used in such a way as to not endanger the Health & Safety of other users or visitors. In particular:

1. Children must be always supervised by the hirer.
2. Only furniture that has been designed to be stacked should be stacked and in accordance with the manufacturer's instructions. There should be no trailing leads except for those covered to prevent trip hazards.
3. There should be no other trip hazards.



4. No parking is permitted in any of the restricted areas at any time (including loading and unloading) indicated by yellow cross-hatching as these are for Emergency Access only.
5. The Hirer must always have access to a mobile phone during the event as a public phone is not available on site.

Public announcement to be made at the beginning of every event

In the event of a fire there will be no fire alarm or fire bell. If there is an outbreak of fire, you will be asked to leave the room in a calm and orderly manner.

A notice showing where the Fire Exit(s) is situated is in the Community Room.

Please make sure that you do not block the Fire Exit(s) at any time during the event