

HOWARD GARDEN SOCIAL & DAY CARE CENTRE

Registered Charity: 219715

Norton Way South Letchworth Garden City SG6 1SU Tel: (01462) 682524

HANDBOOK FOR HIRERS

Including rules and regulations

FACILITIES

DINING ROOM

CAPACITY In order to comply with fire regulations the maximum number for events is 80.

FIRST AID KITS are located in the kitchen (on top of the fridge) and in the medical room.

FIRE EXTINGUISHERS are located throughout the building:

Kitchen – Fire blanket and CO2 extinguisher

Dining Room – Foam Extinguisher

Day Care Room – Foam Extinguisher

Entrance Hall – Water and Foam Extinguishers

FIRE CALL POINTS (to sound the fire alarm) are located by all exits and are operated by breaking the glass on them.

FIRE EXITS All Fire exits have push pads or panic bars for easy use.

In the event of the fire alarm going off the security shutters on the doors outside the Dining Room kitchen and Lounge (car park end) rise automatically.

FIRE PLAN is located by the main door and should be given to the Fire Officer in charge in the event of a fire. The fire alarm control box is in the main office.

CAR PARKING –There are no parking facilities at the Centre apart from 2 spaces on the paved area at the rear of the building. Howard Garden is a public park and pedestrians have right of way. There is a public Car Park over the road at the Mrs. Howard Hall.

ACCESS MUST BE KEPT CLEAR FOR EMERGENCY VEHICLES AT ALL TIMES

TERMS

Please see Hiring Agreement for current rates.

- Provisional bookings may be made by phone. A booking form must be filled in and returned to the office with a deposit of £100 against possible loss or damage to, or excessive cleaning of, the premises, fixtures, fittings, furniture, articles and things belonging to the Centre during the occupation of the Centre (The value of such damage being assessed by the Centre). Where the cost of the damage exceeds the deposit the deposit will be retained and any excess invoiced to the hirer.
- The full hire charge is to be paid at least 7 days before the event.
- The Hirer should include time needed for preparation and clearing up in establishing the total time of hire required. Access to the building will not be allowed outside the booked time. The Hirer is responsible for making sure that the premises are not left unattended and

unsecured at any time during or at the end of the hire period. Entry is only permitted to areas booked. Access to other areas is not allowed.

- The hirer shall ensure that the minimum of noise is made on arrival and departure. All events must finish by 11.00 pm and the building vacated by 11.30 pm.
- The Centre is not let for wedding receptions, or for teenage, 18th or 21st birthday parties.

CONDITIONS OF HIRE

The information which follows covers the conditions on which hire is made. **Signature to the Hiring Agreement commits the hirer to their observance. Particular attention is drawn to the Fire regulations and Insurance Indemnity and reporting of accidents.**

For the purposes of these conditions, the term Hirer shall mean an individual hirer or, where the hirer is an organisation, the authorised representative.

Fire Regulations:

At the commencement of each event/meeting the Hirer is responsible for:

- a) It is a legal requirement that the hirer is responsible for listing all people in the building so that in the event of a fire all can be accounted for. This register and first aid kit must be taken outside if there is a fire.
- b) Checking that emergency exits are clear. This includes keeping a diagonal passage (marked by red emergency lights) in the Day Care lounge from the Toilet lobby door to the door leading to the car park and a clear passage from the toilet door to the main door. If the fire alarm is activated the shutters on the outside of the Dining Room doors rise automatically.
- d) The Hirer is responsible for making sure all users are aware of fire exits and Evacuation Procedures which has been attached and is displayed at all external doors in the building, and where the Assembly Point is (Bowling Green outside the Dining Hall)
- e) The Hirer is responsible for appointing Fire Marshalls and allocating them particular tasks in the event of a fire e.g.
 - a. Phoning the Fire Service on 999
 - b. Taking the register and fire plan outside
 - c. Check toilets for people
 - d. Helping specific disabled users to exit
 - e. Ascertaining location of fire if possible.

Fire extinguishers are located at various points in the building but should only be used if you are sure how to operate them and are not putting yourself in any danger. Most important action is

TO GET OUT AND STAY OUT

Please note that the use of gas cylinders is prohibited throughout the building. Use of 'Party Poppers' is forbidden. The use of combustible material e.g. Fireworks etc. is not permitted. No smoking is allowed on the premises.

Insurance

The Howard Garden Social and Day Care Centre holds Public Liability insurance for activities run at the Centre by the Centre staff and volunteers. This does not extend to other groups/organisations who must either provide proof of their own Public Liability Insurance or indemnify the Howard Garden Social and Day Care Centre against any claims.

The Howard Garden Social and Day Care Centre Executive Committee will not be liable to any third party for any personal injury arising out of the Hirer's use of the premises and the Hirer shall indemnify the Committee against any such costs, claims or demands.

In addition the Executive Committee will accept no responsibility for any articles left on the premises and will not be liable for any loss or damage to any articles brought on to the premises.

Reporting of accidents

1. Hirers are reminded that they are responsible for any accident or injury arising out of the activity for which they have booked the premises. It is the responsibility of the Hirer to ensure that the premises are safe for the purposes for which they intend to use them.
2. Hirers of Howard Garden Social and Day Care Centre are required to complete details of any accident or incident occurring during their occupation of the premises which did or could give rise to injury as soon as possible after the accident or incident but in any case before the premises are vacated by the hirers after the event. A book is provided for this purpose and is located in the pocket on the back of the First Aid kit outside the office.

The following information should be recorded:

- Name, address and telephone number of person(s) injured
- Exact time and place of the occurrence
- Detailed description of accident or incident, including a description of any apparatus or equipment involved
- Name, address and telephone number of any witness(es) to the accident
- Signed witness statements should be obtained if possible

The Hirer must notify the Centre Office as soon as possible after the accident, but in any event within 24 hours. Any apparatus or equipment involved must be retained for inspection.

GENERAL POINTS

1. The Hirer shall, during the period of hire, be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage however slight or change of any sort, and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction for Emergency Services.
2. 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 or bring on to the premises anything which might endanger the same or render invalid any insurance policies in respect thereof.
3. The Hirer shall be responsible for obtaining such licences as may be needed. The premises are not licensed for the sale of intoxicating liquor.
4. The Hirer shall ensure that any electrical or other appliances brought by him/her to the premises and used there shall be safe and in good working order, and used in a safe manner. Any appliance brought must be PAT tested if over 12 months old. No lighting of any kind other than the ordinary lighting provided shall be used except with the prior consent from the Executive Committee of the Centre.
5. At the end of the hire, the Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition with tables and chairs returned to their original positions – there is kitchen cleaning equipment under the hand sink for your use and mop, bucket,

broom and dustpan and brush. Hirers must remove any items they have left in the fridge at the end of the hiring and ensure the gas cooker is turned off.

6. All refuse resulting from the hire shall be removed from the premises. The Hirer is expected to take rubbish away at the end of the period of hire. If this is not done then a charge of £20 per bin bag will be deducted from the Hirer's deposit.
7. At the end of the hire, the Hirer shall ensure that all doors, windows and security shutters are properly locked and secured unless directed otherwise, and any contents temporarily removed from their usual positions are properly replaced, otherwise Howard Garden Social and Day Care Centre may retain the deposit in full or in part. All kitchen equipment must be left clean and tidy and must not, under any circumstances, be removed from the premises. Any damage should be reported to the office and should the cost of repair exceed the deposit, the excess will be collected from the hirer.
8. Regular Hirers who have been issued a key **must remember to key in the security code before leaving the building.**
9. There may be occasions in the year when Howard Garden Social and Day Care Centre may require use of the building. We will give you as much notice as we can.
10. In the event of the building or any part thereof being rendered unfit for the use for which it has been hired, Howard Garden Social and Day Care Centre shall not be liable to the Hirer for any resulting loss or damage whatsoever.
11. Hirers of the building are responsible for safeguarding their own personal effects or other property and all such items brought into the building shall be placed and/or used there entirely at the owner's risk.
12. All equipment, goods or appliances brought into the building for use during the period of hire shall be removed at the end of that period, unless prior arrangements to the contrary have been made.
13. Temporary decorations shall not be erected or fixed in any way to any part of Howard Garden Social and Day Care Centre's property without prior consent being obtained.
14. Howard Garden Social and Day Care Centre reserves the right to cancel the Hiring Agreement at any time, or prohibit the continuance of an event, if it considers that the Hirer has failed to comply with any of the conditions of hire, or that continuance of the event is undesirable. In such circumstances, the Hirer shall forfeit the whole of the fees paid for the hire and Howard Garden Social and Day Care Centre shall not be liable for any payment in respect of any actual or presumed loss of profit or for any other cause. During the hours of hiring the Hirer must take all necessary steps to prevent disorderly conduct on the premises which shall be open to members of the Executive Committee and police officers who shall have full power to enforce the observation of the conditions and to take such steps as may be necessary for the preservation of peace, safety and good order. Additionally, the Howard Garden Executive Committee reserves the right to refuse admission or re-admission to the premises.
15. The Executive Committee or their representatives may enter the building at any time during the Hiring to check that conditions are being adhered to.

16. Howard Garden Social and Day Care Centre reserves the right to make alterations to any of the Conditions of Hire from time to time and at its own discretion.

18. **HEATING INSTRUCTIONS**

Unlock kitchen door (2 keys) and go straight across to boilerhouse (torch available on top of fridge). Turn grey dial to the number of hours you need the heating on for.
Relock boilerhouse and kitchen door.

19. All flood defence barriers are to be put into place before leaving the centre. The barriers are placed internally in the lounge on the two doors, one in the dining area on the double doors, one in the lobby on the main door for which the handles must face outside and one that is placed externally on the kitchen door with the handles facing outside. Failure to return the flood defences may make the hirer liable to any damages caused as a result of flooding.

ADDITIONAL INFORMATION:

Due to current Covid restrictions and necessity to abide by recent government guidelines please be aware of Covid guidelines for the current Lunch Club. This can be found on the notice board and ensuring safety of all present is paramount.

EVACUATION PROCEDURE

FIRE INSTRUCTIONS FOR ALL USERS OF HOWARD GARDEN CENTRE

**TO ALL STAFF, VOLUNTEERS, HIRERS & GROUP LEADERS
PLEASE BE AWARE THAT YOU ARE THE RESPONSIBLE PERSON IN CHARGE OF
YOUR GROUP AND YOU WILL NEED TO RELAY THESE INSTRUCTIONS TO THE
PERSONS IN YOUR CHARGE.**

**YOU ARE RESPONSIBLE FOR THEIR SAFE EVACUATION
PLEASE MAKE SURE THAT ANY LATE COMERS ARE ALSO AWARE OF THESE
INSTRUCTIONS.**

PLEASE TAKE THE TIME TO LOCATE YOUR NEAREST FIRE EXITS:

Fire Exits can be found in:

- Dining Hall
- Main Hall - Rear Exit
- Main Hall - Side Exit
- Front Door
- Kitchen Backdoor – leading to gate

Paul Ross is our Fire Marshall and is the responsible person for fire drills and checks.

The person managing each day session is the designated Fire Marshall for that session and should wear the high-visibility jacket during drills and other fire emergencies.

IF YOU DISCOVER A FIRE;

- Raise the alarm by shouting “Fire, Fire” and press fire alarms located by front door, back door in main hall and kitchen back door.
- Fire Marshall call 999 and give the postcode of SG6 1SU
- During Lunch Club - escort all able-bodied members to Assembly Point (Bowling Green Area), directing one table at a time. Less mobile members should be escorted last.
- Fire Marshall takes Daily Register & Sign-in book to Assembly Point
- Check that everyone in your Group is accounted for against register and sign in book
- Report to the Fire Marshall or member of staff and let them know if anyone is missing.
- Rental Hirers – must take responsibility for all members of their group and act as Fire Marshall.
- Fire extinguishers should only be used if you are sure how to operate them and you are not putting yourself in any danger.

Howard Garden Centre phone points can be found in both offices and the dining hall. However, it is recommended you exit the building as soon as possible and call 999 from a mobile device, once you are at a safe distance.

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