

USAGE TERMS AND CONDITIONS OF HIRE – BLACKY MORE COMMUNITY CENTRE (“BMCC”)

We hope you enjoy the use of this facility. To ensure we are able to maintain a high standard within the centre, it is the responsibility of the named hirer to ensure that the following terms and conditions are met.

In the event of any urgent issue arising during your booking please contact the BMCC keyholder immediately on 07826 524369.

1. The Centre is cleaned on a regular basis. To ensure that the equipment is Covid secure hirers are responsible for cleaning any equipment that they use before and after use.
2. Hand washing facilities are provided for your use – please encourage members of your group to wash their hands frequently, particular on entering and leaving the premises.
3. While the Government Track & Trace system is in use, hirers are required to keep a record of anybody who enters the building while they are using it. It is the responsibility of the Hirer to keep and maintain this record.
4. East Hunsbury Parish Council do not provide cleaning products or materials (e.g. tea towels, dishcloths etc.). For health and safety reasons any cleaning products/materials left behind after your booking will be disposed of.
5. Should we be required to close the Centre at any time the decision of the Parish Council shall be final.
6. It is the hirers’ responsibility to ensure that all users of BMCC are made aware of the fire exits and procedures during an emergency.
7. The kitchen door is a fire door and must remain closed at all times.
8. The door at the rear of the hall is a fire exit and alarmed. It should only be used in an emergency.
9. BMCC is a no smoking area. Please note that this extends to the perimeter of the building, garden and car park. “Vaping” is considered by East Hunsbury Parish Council to be a form of smoking and is also not allowed on site.
10. If you require items from the first aid kit during your booking please inform the keyholder at the end of your booking so that such item can be replaced.
11. BMCC must be left clean and tidy after your booking. Chairs and tables used during the booking must be returned to their storage location and no litter must be left in the building. A recycled materials bin is provided for mixed recyclables only. All other rubbish should be bagged up and deposited in the general waste bin at the side of the building.
12. The cupboards in the kitchen are for the use of regular hirers and are labelled for clarity. Please do not use any items stored in these cupboards. East Hunsbury Parish Council do not provide cups, crockery or cutlery.

13. Any food left in the kitchen or fridge after your booking will be disposed of immediately for health and safety reasons.
14. Please clean up any spillages as soon as they happen, including in the cooker or microwave.
15. Please do not use blu-tac or tape on the walls.
16. Please bear in mind that you are in a residential area. Please keep noise to a minimum when entering/exiting the site, and do not make any unreasonable noise in the premises.
17. All electrical equipment brought into the premises by the hirer must have been given a certificate of safety by a suitably qualified electrical engineer, to comply with the Electricity at Work Act 1989. No person shall interfere with any electricity supply, bulbs or thermostats.
18. No equipment may be removed from the premises. The Hirer shall take good care of and shall not cause any damage or permit or suffer any damage to be done to the premises or any part of parts thereof or to any fitting, equipment or other property therein and shall make good and pay for any damage thereto (including accidental damage) caused by any act or neglect by the hirer, agents or any person using the premises during hire. Any damage not reported to the keyholder at the end of your booking must be reported to East Hunsbury Parish Council within 24 hours.
19. Under no circumstances will the Council make good or accept responsibility or liability in respect of any damage or theft or loss of any property, goods articles or things whatsoever placed, deposited, brought into or left upon the premises whether by the hirer for his use or purpose of any other person and the hirer must indemnify and hold the Council and its officers harmless in respect thereof.
20. The hirer shall be liable for and shall indemnify the Council in respect of any loss or injury which may be incurred by or be done or happen to the hirer or any person or persons in his employ or any of his subcontractors or by any or to any other person or persons resorting to the premises during the hiring.
21. The right of entry to the premises is reserved to any officer of the Council on duty or any police officer on duty at any time during the hire.

Fire Action Plan
Blacky More Community Centre

Who is responsible for Fire safety?

The person in whose name the booking has been made (the Hirer) will at any time take responsibility for fire safety.

Who will sound the alarm?

Anyone in the centre, on discovering the fire, will sound the alarm via the nearest alarm panel.

Who will tackle the fire?

Only trained persons should attempt to tackle the fire with the appropriate extinguishers but only if:

- They feel confident to do so; and
- That by attempting to tackle the fire they will not put themselves or others at risk.

Who will call 999?

The Hirer will call 999, stating that there is a fire at: Blacky More Community Centre, Butts Croft Close, Butts Road, East Hunsbury, Northampton, **NN4 0WP**.

Who is responsible for ensuring that the public evacuate the building?

The Hirer is responsible for accounting for their guests/group.

The Hirer will check that all guests/group members leave the building but only if it is safe for them to do so.

The Hirer should ensure that no one enters or leaves the site during the emergency until told that it is OK to do so by the fire brigade.

Who will assist disabled people in evacuating the building?

The centre has been built to be entirely accessible but the Hirer should offer any additional assistance required.

How will the guests/groups know what to do in the event of a fire?

All Hirers should ensure that their guests/group members are made aware of the evacuation procedure by pointing out the attached instructions which are displayed on the notice board.

FIRE SAFETY
BLACKY MORE COMMUNITY CENTRE

Dear Hirer, Guests and Group Members,

Please read the following instructions carefully. This will help you in the event of a fire.

On hearing the fire alarm please leave the building immediately via the nearest available exit, these are all clearly signed.



Then make your way to the Fire Assembly Point that is located adjacent to the multi-use games area.

You should be aware of where your nearest fire exit is located.

Notices are displayed within each area/room in the building showing where fire exits and assembly points are.



Do not leave the site until you have been authorised to do so by the fire brigade.