

## **Terms & Conditions**

The Jubilee Centre is owed and run by Cringleford Parish Council.

All hirers of The Jubilee Centre are required to receive an induction prior to their first booking. The Jubilee Centre will be staffed 3 days a week and will be a self-sufficient venue for regular hirers. Therefore, we ask you read and familiarise yourselves with the below sections carefully prior to using the venue:

### **FACILITIES**

The venue consists of one large sports hall, a kitchen, storage cupboards for sports equipment, 3 changing rooms with showers and wc, toilets and a first aid room. The admin office is to the right of the entrance. You are not required to check in with the office if you have a booking.

### **BOOKINGS**

The facilities can be booked per hour or 15 minute part there of. Block booking for longer sessions is permitted.

Regular bookings must be arranged directly with Staff, as hirers are required to complete a booking contract form.

Hirers must be 18 years and over to book the Jubilee Centre. Anyone under the age of 18 must be accompanied by an adult/parent.

Bookings can be made from 07:00 to 09:00 (weekends -off peak) 09:00 to 12:00 (peak) 12:00 to 15:00 (off peak), 15:00-20:00 (peak) and 20:00-23:00 (off peak).

Setting up and tidying away of sport equipment is to take place within your designated booking slot to avoid overrunning into another hirers' session.

**SAFEGUARDING**

Hirers are aware that the building is shared with other hirers and sports teams, and they should always take appropriate action when one of their groups needs to leave the room.

Hirers must be 18 years and over to book the Jubilee Centre. Anyone under the age of 18 must be accompanied by an adult/parent.

**FIRE SAFETY**

Fire tests will be carried out during closed hours, unless we inform hirers otherwise. Please familiarise yourself with the emergency fire plans located around the building upon arrival. If you hear a fire alarm during your session, please evacuate the building and call 999. The evacuation meeting point is right out of the main door, on the verge towards Walpole Crescent. The fire exit doors are detailed on the emergency fire plans.

**ENTRY DURING UNSTAFFED HOURS**

During unstaffed hours, the venue will be accessible to all hirers following an induction. The key will be kept in a key box to the left of the main entrance. Hirers will be emailed a key box code for access. The key must be returned to the key box when leaving the venue. Please note the key code is changed every month for security reasons and hirers will be notified via email.

**INTRUDER ALARM**

See induction pack for instructions.

**FIRST AID**

The Jubilee Centre has a first aid room, which is situated in the main corridor. The accident book should be completed in the event of any incident and reported to [bookings@cringlefordpc.org.uk](mailto:bookings@cringlefordpc.org.uk) as soon as possible.

## **CHANGING ROOMS**

Changing rooms are available for all hirers of the sports hall and the football pitches to use. When being used for Junior football games, the changing rooms must be supervised by a coach or responsible adult who has been DBS checked. Other hirers will not be allowed to the changing rooms during this period.

Please note football team members hiring the outdoor pitches will have access to the changing rooms via the external doors at weekends.

The changing rooms will be thoroughly cleaned up to three times per week by a Parish Council Caretaker.

## **EQUIPMENT**

Cringleford Parish Council will provide netball hoops, badminton nets, volleyball nets, pickleball nets and indoor 5 a side goals. All other equipment such as netballs, badminton and pickleball rackets, shuttlecocks, and footballs will need to be brought in by hirers/clubs themselves.

## **EQUIPMENT STORAGE**

The sports equipment provided by the Parish will be kept in the storage cupboard, just off the sports hall (apart from the netball hoops which can be kept in the corner of the hall). Please ensure any equipment used is returned safely and tidied away. All the storage cupboards are clearly labelled.

There is an additional storage cupboard which regular hirers may use for their own equipment, on a first come first served basis. Equipment is left at your own risk as this cupboard is not locked.

## **KITCHEN USE**

Hirers are aware that the kitchen is a communal area, and access may be shared with other hirers. Any equipment and crockery / cutlery used must be cleaned and put away prior to departure. Access to the ovens incurs an additional charge of £15.00 and this must be booked in advance. The kitchen contains a BURCO which can be used for instant hot water. Please ensure this is switched off upon exit.

### **CCTV**

Please note The Jubilee Centre is monitored via CCTV 24/7.

### **LIGHT SWITCHES**

The light switch for the main sports hall is located to the right of the sports hall doors. The entrance lobby light switch is clearly labelled to the left of the lobby doors. These two switches are manually controlled – please ensure they are both switched off when leaving. All other lights are sensor controlled.

### **LEAVING THE VENUE**

If you are the last hirers of the day, please ensure the following:

- All equipment has been put away safely in the sports equipment storage cupboard.
- Sports hall lights are switched off.
- Windows are shut, via the black handles on the wall.
- The entrance lobby light is switched off.
- The alarm has been set using the fob.
- The main entrance door is locked, and the key and alarm fob have been returned to the key box outside the main entrance.

### **Further Terms & Conditions**

**Hire fees:** Hirers understand that the hire fees are reviewed by the Council on an annual basis. The hirer will be informed of any changes once agreed by the Council.

**Damage Deposit:** A refundable £50.00 damage deposit is required for any one-off sport event bookings e.g a tournament. This is to cover any potential damage within the venue including the hall floor. Staff checks will be made post hire and there is 24-hour CCTV in operation.

**Footwear:** Hirers must wear appropriate footwear in the sports hall that will not damage the floor.

**Roller skating:** Roller skates/blades are permitted in the hall under the following guidelines:

The wheels must be made from soft, non- marking material e.g polyurethane. Skates should be used indoors only. Those used outdoors may have grit embedded in the wheels which will prematurely wear the seal.

There must be no protruding fastenings on the skates which may scratch the floor if the skater should fall over.

Any brake blocks must be similarly non-marking.

**Behaviour:** The hirer accepts responsibility for the behaviour of all persons attending their event. Any damage caused to the building or its contents during an event will be the responsibility of the hirer and will result in the withdrawal of part or all of the damage deposit. Any damage in excess of that amount will be charged to the hirer.

**Data Protection:** Hirers understand that the Parish Council is legally required to retain booking contracts for seven years to comply with financial regulations, after which time booking forms will be shredded. The Parish Council will only use your personal data (name, email address, phone number, address) for the purpose for which it is intended in line with both parties' contractual obligation. You can find out more about how we use your data from our "Privacy Notice" which is available on the Parish Council Website.

**PPL Licence:** Hirers are expected to hold their own PPL Licence if using licenced music for events.

**Car Parking:** All vehicles must be parked in the designated parking bays only. The users of the car park do so at their own risk. Cringleford Parish Council will not accept liability for any accidents, damage or loss incurred.

**Personal Property:** All property brought onto the premises is done so entirely at the owner's risk.

**Storage cupboards:** Hirers acknowledge that any of their equipment left in the storage cupboard is done so at their own risk. The cupboard is accessible to all hirers. Cringleford Parish Council accepts no responsibility for items left in the cupboard.

**Safeguarding:** Any persons under 18 that attend your class, or event should be properly supervised by the hirer or a responsible adult e.g. parent. The Jubilee Centre staff accept no responsibility for the supervision of minors. All hirers are recommended to have their own relevant policies in relation to safeguarding.

**Indemnity:** The hirer shall indemnify Cringleford Parish Council against all third-party liability arising during premises use and liability from any loss or damages, arising from the hall not being available due to circumstances beyond our control. We strongly recommend hirers take out indemnity insurance