

The West Dean Centre

Terms and Conditions of Use and Hire

1. The building and its environs as a whole is a **NO SMOKING** zone. This includes kitchen, toilets and foyer as well as the Car Park. **Each Group must familiarise themselves with the location of fire exits and extinguishers.**
2. You are requested to leave the Centre as you find it. Therefore:
 - Please respect the equipment provided and do not use it for anything other than the purpose it was intended.
 - Tables and chairs stored in each of the rooms should be returned to the room they came from (stacked no more than 5 high). Tables are designed to be stored on end. The tables should be **wiped down after use** particularly if they have been used for 'messy' activities etc.
 - **All rubbish must be removed from the Centre premises.** Broom, dustpan & brush, mop, bucket are available in kitchen and should be returned there.
3. **The Café is a communal area and is available for all groups at all times. No groups have priority over another.** To heat water for drinks please use the stainless steel wall mounted Insanata water heater. A trolley and urns are provided and available for group use in any of the rooms. However, in the interest of safety, any movement of water should only be conducted when cold. **THE MOVEMENT OF BOILING WATER IN URNS IS PROHIBITED.**
4. Crockery is available to accommodate 60 (SIXTY) people. After use please ensure this is returned to designated positions in a clean condition. Please report any defects, loss or breakage to the Administrator. Cutlery is also available.
5. The door in the foyer is a security door and **MUST** be locked on leaving the Centre.
6. If you are the last group in the building, both during the day and at night (please check before leaving) please lock the building, also checking that all windows and doors, including the fire exits are secure/closed. Check all lights and fans are switched off. **LOCKING CAR PARK** – If your group are the last to leave the centre in the evening or at night and there are **no other cars** in the car park, please lock the double gates and the pedestrian gate on leaving.
7. **Heating:** The Radiators have been programmed for all regular user groups of the Centre and **SHOULD NOT BE TAMPERED WITH.** The time clocks alter the temperature not the on/off times.
8. **INSURANCE:** the Management Committee maintains public liability insurance against possible claims for negligence on the part of the Committee. It also does provide Hirers Liability Insurance. **Organisers of groups using the Centre should satisfy themselves that this Hirers Liability insurance provides enough cover against possible claims for negligence on their part.** (Liability cover for accidental injury, damage to premises or contents. Total liability cover is £2,000,000, not exceeding £1,000,000 any one claim).
9. The Centre is Licensed under the Licensing Act 2003. The terms of the Licence is that the Centre should be vacated **by 11pm. PLEASE ENSURE THAT YOU CLEAN THE BUILDING AND LEAVE IT SECURE BY 11.00PM AT THE VERY LATEST**
10. Please be aware of all Fire Regulations and Exits and that everyone using the facility under your authority is also aware of these. **Full policy on the reverse of this sheet.**

Phil Jones – Administrator

Tel: 01594 564484 e-mail: deputyclerk@westdeanpc.org.uk

The Parish Office, The West Dean Centre, High St. Bream Lydney GL15 6JW

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Fire Safety Procedure

West Dean Parish Council's fire safety policy and procedures take account of special fire hazards in specific areas of the workplace and, where appropriate, have been compiled with the assistance of the local fire service.

The local fire service inspection staff are responsible for ensuring compliance with fire safety and prevention codes, for reviewing Council practices and procedures, inspecting and testing fire fighting, prevention and protection equipment and for advising on safe practices and procedures.

The person with responsibility for the maintenance and testing of fire alarms and fire fighting equipment is the Clerk to the Council.

All users of the centre have a duty to report immediately any fire, smoke or potential fire hazards to the fire service (dial 999).

All users have a duty to conduct their operations in such a way as to minimise the risk of fire. This involves taking care when, keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

The Clerk to the Council or its contractors is responsible for the provision and maintenance of fire prevention and detection equipment.

Users are responsible for keeping their operating areas safe from fire, ensuring that they are familiar with emergency procedures.

Fire Detection Equipment

Smoke detectors and manually operated fire alarms are located at strategic points throughout the Centre. If a smoke detector sounds it is the responsibility of any person present to activate the alarm and evacuate the building. (Should it be necessary to **deactivate the alarm** the re-set procedure is as follows: insert the key and turn clockwise, press the re-set button and then turn the key anti-clockwise. **The keys are located on top of the fire control panel in the main reception**).

Fire Fighting Equipment

Fire extinguishers are located at strategic points throughout the Centre. Users are expected to tackle a fire themselves only if it would pose no threat to their personal safety to do so. If the situation is dangerous or potentially dangerous the person discovering the fire should activate the alarm and evacuate the building immediately.

Fire Exits

Fire exits are located at strategic points throughout the workplace. Exit doors and corridors must never be locked, blocked or used as storage space.

Emergency lighting has been installed above emergency exit doors and throughout the centre in case of power failure.

Smoking

Smoking is not permitted in the centre.

Emergency Evacuation Procedure

In the event of the fire alarm being activated, all people in the building must leave the building by the nearest available fire exit and assemble at the designated emergency assembly point. The designated assembly point is:

To the right of the Car Park Entrance Gate

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