



ROOM HIRE TERMS & CONDITIONS

The Town Council offices are located at 96 Church Walk, Burgess Hill, West Sussex, RH15 9AS.

CONDITIONS OF HIRE

- The maximum number of people allowed to be present at any event is 50. This is a licensing requirement of the Fire Officer.
- Before your hire session commences, we ask that you read these terms & conditions in full, paying particular attention to our fire evacuation procedures (including our buildings fire exits for evacuation purposes) and then complete the booking form; confirming that you have read, understood and agreed to all of the safety information discussed.
- The property is licensed for entertainment and alcohol.
- There is a requirement for all hirers/delegates to abstain from any act which could endanger the safety or health of themselves or any other person whilst on the premises.
- Information is held on outside caterers and restaurants and can be provided on request.
- There is a NO SMOKING policy in operation.
- Burgess Hill Town Council reserves the right to refuse the hire of the premises or to terminate any function that does not comply with our conditions of hire.
 - 48 hours minimum notice should be given if a booking needs to be cancelled.
- In the unlikely event of a major civil emergency, Burgess Hill Town Council reserves the right to terminate a function.
- Our corporate services department will raise and send invoices ahead of the booking, to ensure payment is made in full prior to the date of the event.

ACCESS

- **During office hours:** The Town Council Help Point entrance must be used to enter and exit the building.
- **Evenings:** Please use the Visitor's entrance accessed through a wooden door on the right-hand side of the Town Council's Help Point. Please note that the Help Point will be closed or reserved for other business during your hire at these times and if you have any queries please speak to the Caretaker.
- We are unable to offer free parking, however, our small rear car park can be used to unload / load before and after an event by prior agreement.

- Parking is available in the Cyprus Road Pay & Display car park opposite the back of our office building on Crescent Way.
- A lift and disabled facilities are available.

GENERAL HOUSEKEEPING

- In the event of a fire alarm sounding, you will be escorted out of the building via the safest route, by the caretaker.
- Please remember to always sign in and out of the building; it is an essential part of our fire regulations.
- We ask you not to stick anything on the walls; however, the use of blu tack is permitted on the doors.

LIABILITY FOR LOSS OR DAMAGE, ETC.

Burgess Hill Town Council shall not be responsible for any loss or damage to any person or property arising out of the hiring or for any loss, damage or injury which may be incurred by or done or happen to the Hirer or any person or persons resorting to the accommodation during the hiring arising from any cause whatsoever, or for the loss due to any breakdown of machinery, failure of supply of electricity, leakage of water, fire, government restrictions, Act of God, accident or for any other reason beyond the Council's control.

LOSS OF PROPERTY

Under no circumstances will Burgess Hill Town Council accept responsibility for the loss, theft or damage of or to any goods or property of the Hirer or of any person left, deposited or brought into the accommodation or deposited with any officer or servant of Burgess Hill Town Council and the Hirer shall indemnify the Council and their officers and servants against all actions, expenses, claims or damages arising out of or in any way connected with such loss, theft or damage.

The Hirer will effectively insure himself and all their lawful visitors against all claims arising from the exercise of their rights under the Agreement for Hiring from any negligence or default (including any breach or non-observance of any of the Conditions applicable to the hire of the premises however expressed or implied) in connection with their rights or with the accommodation of any activity thereon (whether authorised or not) so as fully to satisfy all claims for which the Hirer, or other person as aforesaid may be liable under the said Conditions at least seven days before the date of the proposed hiring shall if required, produce the policy to the Management for inspection and at any time on demand produce the policy and the last renewal receipt (if any) to the Management and shall use his best endeavours to secure that the interest of Burgess Hill Town Council is endorsed on such policy.

ACCIDENTS

The Hirer shall indemnify Burgess Hill Town Council, its officers and servants against any claim, action or proceedings, made or brought in respect of or arising out of any accident or any act or omission of the Hirer and shall pay to them all expenses which they shall incur in respect thereof and Burgess Hill Town Council may compromise any such action or other proceeding or any claim as aforesaid on such terms as it shall think fit and the Hirer shall thereupon repay the sums paid by the Council as aforesaid.

DATA PROTECTION

In order that we can offer this service we need to store your personal data. Your data will not be used for any other purposes without your consent. Should you wish to see the Town Council's General Privacy Notice, please go to the Town Council's website at: www.burgesshill.gov.uk/privacy.

FIRE INFORMATION - EVACUATION & DUTIES

Burgess Hill Town Council's Aims and Objectives

- To ensure compliance with all relevant legislation
- To ensure effective liaison with the local fire authority where appropriate
- To undertake suitable and sufficient fire risk assessment of premises and activities within premises
- To identify and implement reasonably practicable control measures to control risks from fire
- To conduct regular fire evacuation drills and testing of emergency equipment
- To conduct regular fire safety inspections

96 Church Walk is owned by Burgess Hill Town Council. It consists of offices, a Help Point, kitchen and workshop with a caged outdoor area. The building is used by Town Council employees and members of the public during 9am - 5.00pm, Monday - Thursday and 9am - 4.30pm on Friday and can be used for Council and Partner meetings outside of these hours.

Responsibilities

All fire exits are clearly marked. At no time should fire exit doors be propped open or the areas around them blocked. Corridors and hallways must be kept clear of obstructions which might present a fire hazard or impede access. Smoking is not permitted in the building.

Fire Extinguishers

Fire extinguishers and a fire blanket are provided; however, do not use an extinguisher on a fire unless you feel it is safe to do so. No person is expected to place themselves in danger. The fire extinguishers and blanket are located at the following locations:

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|-----------------------------|----------------------------|
| - Rear door | 1 x Foam |
| - Side door lobby | 1 x Foam |
| - Ground Floor Corridor | 1 x CO2 & 1 x Water |
| - First Floor Kitchen | 1 x CO2 & 1 x Fire Blanket |
| - First Floor top of stairs | 1 x Foam |
| - Workshop | 1 x Dry Powder |

Dry Powder (Blue label) extinguisher is suitable for use on types of fires such as solid combustibles (paper, wood etc), flammable liquids (petrol, oils) and flammable gasses.

Foam (Cream label) extinguisher is suitable for use on fires such as solid combustibles (paper, wood etc) and flammable liquids (petrol, oils etc).

CO² (Carbon Dioxide) (Black Label) extinguisher is suitable for offices, computer stations and for fires involving flammable liquids.

The fire blanket can be used to extinguish fires in the kitchen (cooking oil, fat pans, waste bins etc.) and clothing fires. Covering with a fire blanket, cuts the supply of oxygen to the contents of a pan or a person's clothing.

Read the sign over the extinguisher and follow the operating instructions. Fire safety equipment is inspected annually by a qualified contractor.

Fire Alarm Call Points

No. 1	Ground Floor	Rear door
No. 2	Ground Floor	Help Point
No. 3	Ground Floor	Side Door
No. 4	First Floor	Landing

Fire Alarm Testing

The fire alarm at 96 Church Walk is tested each week on a Monday morning. Each call point is activated on a rotation basis so over a course of a month all zones are checked. The system is maintained and serviced twice annually.

Fire Evacuation Procedures

Visitors are required to sign in and out using the 'Signing in Book'. These are essential records required in the event of the building being evacuated.

External hirers using the building during normal office hours (9am - 5.00pm, Monday - Thursday and 9am - 4.30pm on Friday) are briefed by a member of Burgess Hill Town Council's staff, at the start of their booking, of any planned fire drills. If none are planned and the fire bell is activated, users are advised of the evacuation procedure. For any bookings or meetings outside of these hours, there is a trained caretaker on duty.

If the fire bell is activated you will hear the sound of a continuous ringing bell. In the case of an evacuation, all personnel must leave the building using the closest available exit. Personal belongings must be left and evacuations must be carried out in a calm manner. **DO NOT RUN.**

In the event of an evacuation the Assembly Point is in the Stone Garden, directly in front of Burgess Hill Town Council's Help Point. The Fire Exits are located as follows:

Ground Floor - Back Door

Ground Floor - Help Point Main Doors

Ground Floor - Side Door adjacent to the ground floor toilets

Fire Officer/Deputy - First Floor

The Fire Officer/Deputy from the first floor is responsible for checking that all rooms upstairs are empty and shutting all doors. Upstairs staff must evacuate down the stairwell after checking that it is safe to do so and exit the building via the side door. He/she is also responsible for checking the male and female toilets on the ground floor. The lift must not be used during a fire evacuation process.

If, however the stairs are not accessible (due to fire or smoke) the first floor can be exited via the side window in the Chief Executive's Office (CEO) onto the storage cage. Note the door to the CEO's office will always be left unlocked for this purpose. EXTREME CARE is required when using this route. Personnel should then walk towards the War Memorial and meet at the Assembly Point in Stone Garden in Church Walk. This route should only be used when there is a severe threat to life.

If the fire bell is activated DO NOT USE THE LIFT.

Fire Officer / Deputy - Help Point

Persons evacuating from the Help Point are advised to use the main Help Point Front doors. The Help Point Fire Officer will be responsible for dialling 999 to call the Fire Brigade. The Help Point Fire Deputy will clear the Help Point and take the Visitors Book to the Stone Garden.

When the building has been evacuated the Help Point Fire Officer/Deputy will carry out the Roll Call in the Stone Garden for staff and visitors and ask one of the Fire Wardens to take responsibility for ensuring that no members of staff or public enter the building via the Help Point until the all clear has been given.

Fire Officer / Deputy – Ground Floor rear & surgery

Persons evacuating from the Office 6, Office 7, Office 14 and the rear ground floor administration office are advised to use the ground floor back door, walking around the War Memorial to get to the assembly point. The ground floor Fire Officer will check the ground floor including the Disabled Toilet, Lift, Cage and Workshop, closing doors after checking. The Deputy Fire Officer will take the staff signing in book to the assembly point and hand over to the Help Point member of staff taking the roll call.

If the evacuation is a drill, then the person responsible for holding the drill will liaise with the Fire Officer/Deputy's and then instruct all personnel that they can re-enter the building. If the evacuation is not a drill, then the decision to re-enter the building will be given by the Senior Fire and Rescue responder.

Disabled Evac Chair

There is an Evac chair available to transport disabled/elderly people unable to use the stairs in an emergency. The chair is located at the coat rack outside the lift on the first floor. This will require two persons to lift with a further person in front checking the area is clear. The chair requires two persons confident and able to lift. The emergency services will be fully trained in this process.

Lift

- The lift must NOT be used if you are alone in the building
- In case of an emergency ALWAYS call Fire Brigade on 999
- On finding a person trapped in the lift the first person responding should assure the trapped person/s that they have heard them and are seeking help
- When the Fire Brigade have left the building, the Lift Engineers must attend site before the lift can be used. (Ascent Lifts - 01273 297989)
- A notice 'LIFT OUT OF ACTION' should be put on the lift door

N.B.

Notify the Fire Brigade that the keys to the workshop and cage are in the box on the wall next to the lift. This will give them access to the lift motor room.