



PORTLAND
TOWN COUNCIL

TERMS AND CONDITIONS OF HIRE



Portland Community Venue

Version	Owner	Date Approved	Review Date
04-06-24	Services and Facilities Committee / Town Clerk	S & F 12-06-2024	Dec 2026



These Terms and conditions of hire apply to the hire of rooms and facilities at the Portland Community Venue. They ensure the safety of the Hirer, those attending the function and the building. In signing the Venue Hire form and agreement, the Hirer confirms that they have read the terms and conditions, agree to abide by them, and accept responsibility for the use of the premises and the conduct of those attending.

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**If you need to speak with someone urgently regarding the Portland
Community venue outside of Normal Office hours -**

**please call:
07422 688859**

1. Use of Venue

The Hirer shall not use the venue or room / facility for any purpose other than that described in the Venue Hire form and agreement; and shall not sub-hire, or use, or allow the use of, the venue for any unlawful purpose or in any unlawful way, nor do anything or bring onto the venue anything which may endanger the same or render invalid any insurance policies in respect thereof.

The Hirer will only be entitled to have access and use of those room/s and areas detailed within the Venue Hire form and agreement. Use of other areas or facilities (except for communal or common areas e.g. for purposes of access to hire or toilet facilities) will incur an additional charge to the Hirer at the applicable hourly rate.

The Hirer also accepts responsibility for overseeing all persons attending a function, and for the accommodation itself, for the duration of the hire, and for ensuring that all conditions, under these Terms and Conditions are met.

2. The Booking

- a. The Hirer must accurately disclose the purpose for which the premises are required at the time of the booking. Any misrepresentation will entitle the Council to cancel the event and in such circumstances the Council may retain any fees and charges made.
- b. For single bookings the full payment is required on receipt of an invoice and must be paid no later than 14 days after the invoice date and must be received in advance of the booking. All invoices will come from Portland Town Council.
- c. The costs for the period of hire will be at the rate when the period of hire commences and not when the booking is made.
- d. In the event of the cancellation of a booking by the Hirer, the cancellation charges set out below shall apply. Any cancellation or amendment to a booking must be made in writing.
- e. The venue rooms/facilities are available to hire between 7.30 am and 11.00 pm. A further period of 30 minutes is available after this time to reset and clean the hired room/s only.
Anyone wishing to book outside of these hours must receive written approval from the Council.
- f. Bookings submitted on the Booking Form are not confirmed until acknowledged in writing by the Council in the form of the hire agreement. It is the responsibility of the Hirer to ensure all requirements of the Council are met.
- g. The Hirer must not assign or sub-let the premises, or any part thereof, should the Hirer attempt to do so the Council shall be entitled to cancel the Hire Agreement.
- h. The Hirer shall Indemnify and keep indemnified, the Council, its Officers and Servants from and against any, all loss, damage, claims or liability (whether civil or criminal) suffered and costs incurred from a breach of these conditions of hire and/or damage, loss or liability to the premises, its use, furniture, fittings and apparatus, appliances and equipment and/or any loss sustained during and/or resulting from the period of hire for breach of contract or otherwise.
- i. The Hirer must ensure the numbers of persons attending a function shall not exceed the limits set out in section 5 below.

- j. The Hirer must submit a risk assessment of any materials or actions that might introduce a hazard or increase any risk and should submit a risk assessment for their activity on demand from the Council.
- k. The Hirer is required to pay any charges due to the Performing Rights Society or Phonographic Performance Limited.
- l. The Hirer shall comply with the Health and Safety at Work Act 1974 and all subsequent Health and Safety Regulations.
- m. Have a valid certificate of Third Party Public Liability Insurance and Employee Liability Insurance (if applicable).
- n. The Hirer must effect their own insurance to cover liability arising from activities whilst using the premises. This must be produced to the Council on demand and the Council reserves the right to cancel the hire, without notice, if satisfactory insurance cover cannot be produced. If the hire is cancelled for this reason, the Council is not liable to the Hirer for any loss or damage they may sustain from the cancellation.
- o. The Hirer is responsible for gathering public insurance liability certificates from any third party suppliers such as bouncy castles, children's entertainers, soft play providers etc.
- p. Unless the Hirer shall show before the commencement of the Period of Hire that any property of the premises is damaged, property shall be deemed to have been undamaged at the commencement of the Period of Hire.

3. The Council

- a. Reserves the right to refuse or cancel a booking without stating their reason to do so if the Council considers it appropriate.
- b. Reserves the right to refuse or terminate a booking if the Council considers the premises unfit for use.
- c. Reserves itself, and to such Officers and Servants as it may appoint the right of entry to the facility at all times.
- d. Reserves the right to cancel any bookings or terminate any activity if the Hirer contravenes these terms and conditions of hire.
- e. Reserves the right to prohibit the use of any article, appliance, or apparatus and to prohibit any event, activity, exhibition or performance which it may consider objectionable or dangerous.
- f. Will not be liable for any damage or loss to goods by fire, theft or otherwise or for any injury howsoever caused to any person or persons attending the facility.
- g. Will not be liable to the Hirer for any loss, damage or liability resulting from use of the facility before, during or after the period of hire.

4. Access to Venue

The Town Clerk and any Officer authorised shall always have the right of free and unimpeded entry and for all purposes to and from the venue.

The hire of the venue does not entitle the Hirer to use or enter the premises at any time other than the specific hours for which the accommodation is hired unless prior arrangements have been made with the Town Council.

If the Hirer requires access to the community Venue prior to the event for any preliminary preparation s/he must include that time in the application as the venue will only be made available for the times stated on the booking confirmation.

Hirers are to be mindful that the Community venue has multiple rooms for hire and under tenanted occupation. Therefore, there can be multiple occupations at the same time.

Please be mindful of other activities taking place on the premises.

Outside of normal Town Council Office Hours, the Hirer is responsible for the safe opening and secure closure of the venue. It is the responsibility of the Hirer to familiarise themselves with the Venue Unlocking and locking-up procedure at **Annexe A**.

The Hirer is responsible for the safety and security of the venue key/s and will ensure that it is securely placed back in the key box. Loss of the key will result in a charge of £100.

5. Venue facilities and capacity

Hall

The hall is the ideal venue for larger meetings, parties, celebrations, and larger events.

The area of the hall is 11.8m x 9.3m



The Studio

This is a mid-size room suitable for meetings and small events. The studio includes a projector screen.

The Studio is 7.2m x 6.3m



The Therapy Room

Ideal for private clinics or consultations.

The Therapy Room is 4.3m x 3.5m

The Inner Room has a sink / small kitchenette.
Inner Room is 3.4m x 2.1m



The Kitchen

A kitchen is available for hire, usually forming part of a booking alongside the Hall.

The Kitchen is 5.7m x 2.5m



The kitchen has been assessed as part of the National Food Hygiene Rating Scheme by Dorset Council. This is for premises where persons can eat or buy food. The Community Venue holds a Five star rating assessment - [Portland Community Venue | Rating Business Details | Food Hygiene Ratings](#)

Hirers – subject to availability - are enabled to have access to the kitchen for the purpose of providing tea/ coffee or similar as part of their booking.

Further details relating to catering can be found below – paragraph 17.

Capacity

The maximum suggested numbers allowed in each room - as per fire & insurance regulations - are as follows:

- Hall - 122 seated, 270 standing

Seating should be arranged in aisles no more than 14 seats assuming there is a gangway at each end. With 1 gangway, seating is limited to 7 seats in a row. Seating should measure a minimum 305mm from the back of one seat to the front of the next.

- Studio - 60 persons standing or seated
- Lobby - 12 persons standing or 5 seated
- Sitting Room - 35 persons standing or 15 persons seated

Note: These are all maximum numbers and you should inspect the facilities to ensure the suitability of available space to meet your needs.

A venue plan is attached at **Annexe B**.

Toilets

There are:

- Unisex male, female, and accessible toilet by the entrance to the Venue.
- Outside of Portland Town Council office Hours the Unisex staff toilet can be used by Hirers and their guests.
- An accessible toilet with baby changing, as well as a unisex male and female toilet facility is situated adjacent to the Studio room.

The facilities situated adjacent to the Studio room can only be used by Hirers of that room.

Inventory of Venue Tables, Chairs and other items

Item	Quantity	Location
Tables - Rectangular	4	Studio
Chairs – Mixed	25	Studio
Tables - Rectangular	7	Hall
Tables – Round	3	Hall
Tables – Rectangular (Small)	2	Hall
Chairs	88	Hall

N.B: Items will be used in conjunction with hire bookings and therefore may vary from those numbers listed in each area.

6. Responsibilities

Supervision

The Hirer shall be responsible for the maintenance and management of good order at the community venue during the hire period.

When hiring the hall for dances or similar occasions, admission to such dances should be by ticket only and there must be no sale of tickets at the door. In the case of private parties' admission should be by invitation only. In both cases the Hirer must provide adequate adult supervision to maintain good order both inside and outside the building. No person will be admitted or re-admitted to the premises after 10pm. Tickets of admission or invitations should state this. The Hirer must provide suitable security measures to ensure control of entry and the good conduct of the event.

The Hirer shall ensure that a written record is kept of the number of persons admitted to the accommodation and the number of persons leaving the accommodation to enable the number of persons present in the building to be ascertained at any time. The record shall be made available for inspection by a Police Constable or any authorised officer of the Fire Brigade, Licensing Authority or Town Council.

The Hirer shall also ensure that no car or other vehicle is parked in any unauthorised position and that instructions given by the Town Clerk or his/her representative, as to the parking of vehicles, are observed. Any vehicles left overnight are to be removed no later than 07.30 hours.

Security

It is the responsibility of the hire to maintain the security and integrity of the venue.

Unauthorised persons should not be allowed to access and roam the premises.

Disorderly Behaviour, Drunkenness and Use of Illegal Drugs

To avoid disturbance to the occupiers of nearby premises, and to avoid violent or criminal behaviour, the Hirer shall ensure that care is taken to avoid excessive consumption of alcohol. Drunk and disorderly behaviour shall not be permitted either on the premises or in

its immediate vicinity. Alcohol shall not be served to any person suspected of being drunk, nor to any person suspected of being under the age of 18. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be required to leave the premises. No illegal drugs may be brought onto the premises.

Noise

The Hirer shall ensure that noise is kept to a minimum on arrival and departure, particularly late at night and early in the morning.

The volume of any music or other activity should be kept to a reasonable level and must not interfere with other activities within the building or cause inconvenience to occupiers of nearby premises.

Safeguarding of Children and other Vulnerable People

The Hirer is responsible for ensuring that any persons having unsupervised access to children or vulnerable adults possess the appropriate Disclosure and Barring Service (DBS) checks under the provisions of Safeguarding Vulnerable Groups Act 2006.

The Hirer shall provide the Town Clerk or his/her representative with a copy of any such DBS checks and their Child Protection Policy on request.

7. Health and Safety Compliance

The Hirer shall comply with all conditions and regulations made in respect of the accommodation by the Local Authority, the Licensing Authority, the accommodations Fire Risk Assessment, Health Protection Legislation or otherwise. The Hirer shall also comply with the accommodations Health and Safety policy.

The Hirer must make him/herself/their nominated person at the premises aware of the position of the accommodations fire extinguishers and emergency exits. All means of exit from the accommodation must be kept free from obstruction. Fire safety appliances must not be removed or in any way tampered with.

The emergency lighting supply and illuminated Emergency Exit signs must not be tampered with. The Hirer must check the following items prior to the commencement of a hire:

- a) All fire exits are unlocked, and escape routes are free of obstruction
- b) Fire doors are not wedged open
- c) No obvious fire hazards present

The Hirer must make him/herself/their nominated person at the premises aware of all less able persons on the premises for the duration of the hire and make arrangements for a Personal Evacuation Plan (P.E.P.) for that person / those persons to be evacuated in case of emergency, ensuring that an appropriate Emergency Exit is utilised.

The Community Venue includes wheelchair accessible emergency exits, which should be used where possible for the evacuation of any less able persons.

Outbreak of Fire

Hirers acknowledge their responsibility for the safety of those persons attending the function and to follow the following procedures in the event of a fire or emergency.

Hirers should note that there is no telephone available at the premises outside of normal office hours. Hirers are strongly recommended to have access to a mobile telephone.

Any person discovering a fire should raise the alarm by dialling 999. The Fire Brigade shall be called to any outbreak of fire, however slight, and details thereof given to the Town Clerk or his/her representative as soon as possible.

A copy of the Portland Community Venue Emergency Evacuation procedure is attached at **Annexe C**.

Health Protection

The Hirer is responsible for ensuring that those attending the function comply with any restrictions in place under relevant Health & Safety Legislation.

Electrical Safety

The Hirer shall ensure that any electrical appliances brought by them to the accommodation shall be safe, in good working order, and are used in a safe manner in accordance with the Electricity at Work Regulations 1989. All electrical appliances and equipment brought onto the facility must have a current PAT certificate.

No additional electrical appliances shall be used without the previous consent of the Town Clerk or his/her representative.

The Council is responsible for the regular testing of portable electrical appliances belonging to the premises and the Electrical Installation condition report.

8. Vehicle Parking

The PCV has limited on-site vehicular parking. With the exception of 5 x car park spaces assigned to Council tenants occupying the premises during weekdays, parking is on a first come first serve principle.

Alternative Free parking – operated on a First Come basis is available within a walking distance of 5 – 10 minutes at Hambro Car Park and Fortuneswell car Park.

Free Overnight parking is provided within 15-20 minutes of the venue by Dorset Council at the Masonic Car Park.

9. Charges

The hire charge shall be in accordance with the scale of charges set by the Council, details of which are attached at **Annexe D**.

The Council reserves the right to levy an additional charge for any costs arising from failure to comply with the Conditions of Hire.

All payments must be made to the Council upon receipt of an official invoice. Payment can be made by BACS bank transfer.

The Council reserves the right to review the scale of charges from time to time.

10. Insurance and Indemnity

The Hirer shall indemnify the Council against all liabilities, claims, costs or demands in respect of personal injury and/or loss or theft of property and/or damage arising from the negligent actions of the Hirer in connection with the hiring of the Venue / rooms.

The Portland Community Venue is insured against any claims arising from the Council's own negligence.

Hirers running activities should have their own public liability insurance, in case an accident occurs as a result of the activity that is not attributable to a defect in the property of the Portland Community Venue. Commercial Hirers must provide the Council with a copy of their Public Liability Insurance cover when returning the signed Booking Form.

11. Accidents, Damage or Loss

The Hirer must report all accidents involving injury to the public, or any damage (including accidental damage) to the accommodation or to the fixtures, fittings, or contents, or loss of contents to a member of the Council staff as soon as possible. Any failure of equipment belonging to the Council must also be reported as soon as possible.

Accidents involving injury must be recorded in the relevant section in the premises accident book. Certain types of accident or injury must be reported on a special form to the local authority. The Town Clerk or his/her representative. will give assistance in completing this form. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

The Hirer shall make good or pay for all damage (including accidental damage) to the accommodation or to the fixtures, fittings, or contents and for loss of contents.

The Council shall not be liable for loss due to breakdown of machinery, failure of supply of electricity or gas, leakage of water, fire, Government restriction or act of God which may cause the accommodation to close or the hire to be interrupted or cancelled.

The Council will not accept any responsibility for the loss of or damage to any car or other vehicle, which in connection with the function may be brought or left within the precincts of the accommodation.

The Council will not accept any responsibility for the loss of or damage to any possessions or equipment of the Hirer in connection with the function that may be brought or left within the precincts of the accommodation.

The Hirer must ensure that all decorative items brought in or left within the precincts of the accommodation are fire retardant. Failure to comply which results in a loss or damage may result in a claim against the Hirer.

The Hirer must clean any spillages immediately to minimise the risk of injury. Equipment to do so is in the main kitchen (off the Hall).

12. End of Hire

The Hirer shall ensure that the accommodation is vacated by all persons attending the function within the time specified on the booking form. All articles brought to the accommodation in connection with the function shall be removed at the conclusion of the function as specified on the booking form, otherwise a charge will be made for each day or part of a day, until the same are removed.

The Hirer is expected to set out and clear away any tables and chairs required (returned to the location from which they were obtained); these are available on request.

At the end of the hire the Hirer shall be responsible for leaving the accommodation and surrounds in a clean and tidy condition, and for ensuring that all doors and windows are closed, and that the venue is secure.

The Hirer must ensure that all lights and electrical appliances (other than refrigerators) are switched off and that the premises are secured and locked before leaving, unless requested to do otherwise.

Any overstay will be charged at the applicable hourly rate.

13. Cancellation

The Hirer shall give written notice of cancellation to the Town Clerk or his/her representative.

The Hirer may terminate the hire agreement (or cancel a regular hire session) upon giving the Town Clerk or nominated Officer not less than seven clear days written notice (Not including the day of notice). If the Hirer fails to give such notice the full hire charge shall become payable, notwithstanding the fact that the Hirer does not use the premises.

The Council reserves the right to cancel bookings at any time prior to the date of the function in the event of:

- The accommodation not being available for any reason beyond its control.
- The accommodation being required for use as a Polling Station for a Parliamentary or Local Government election or by-election.
- An emergency requiring use of the Accommodation as a shelter for the victims of flooding, snowstorm, fire, explosion, or those at risk of these or similar disasters.
- The Council considers that:
 - such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or

- unlawful or unsuitable activities will take place at the premises as a result of the hiring.

14. Complaints

Complaints received in respect of a Hirer, function or activity will be directed to the associated Hirer to address directly.

Any complaints that relate to the Town Council will be dealt with in accordance with the Town Councils Complaints Policy available on the Town Councils web site at

www.Portlandtowncouncil.gov.uk

15. Restrictions of Use

Vacating

The premises must be vacated no later than 11.30 p.m.

Age

Applications for hire of the premises will not be considered from persons under the age of 18.

16. Licensable Activities – Sale of Alcohol, Playing of Music etc

The Hirer is responsible for ensuring the correct premises licence is obtained – if applicable - from Dorset Council during the period of hire. The licence must be approved by the Town Clerk or nominated Officer acting on behalf of the Town Council.

Details relating to licensable activities are available at [Premises licence - Dorset Council](#)

The Hirer shall observe all the conditions attached to the premises licence for the duration of the function / event.

If copyright music is played in any form e.g., record, compact disc, tapes, radio, and television or by performers in person, then the Hirer shall ensure that they hold a Performing Rights Society Licence.

If any other licences are required in respect of any activity in the accommodation the Hirer should ensure that they hold the relevant licence.

17. Catering

Hirers may undertake their own catering for light refreshments, buffets etc.

Crockery, cutlery, cups and glasses are provided in the Venue Kitchen at no extra charge, but any breakages or losses will be charged. No tea towels are provided. At the end of the hire the kitchen must be left clean and tidy, crockery and cutlery washed and put away, work surfaces cleaned, and all bins emptied. Refuse is to be removed to the large wheelie bin receptacles located at the end of the PCV car parking area.

Kitchen Inventory

Item	Quantity
Tea Cups	100
Saucers	93
Mugs	44
Dinner Plates	110
Side Plates	59
Bowls	67
Glasses	64

Any additional tableware or similar items is the responsibility of the Hirer to provide.

The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat must be refrigerated and stored in compliance with the Food Temperature Regulations. The accommodation is provided with a refrigerator and thermometer.

Hirers – subject to availability - are enabled to have access to the kitchen for the purpose of providing tea/ coffee or similar as part of their booking. The cost of hiring the kitchen is detailed at Annexe D.

For those Hirers booking the Studio, a kitchenette with kettle is available in the therapy room area when this room is not in use.

18. Explosive/Flammable Substances

The Hirer shall ensure that:

Highly flammable substances are not brought into or used in any part of the accommodation. No internal decorations of a combustible nature (e.g. polystyrene, cotton wool), shall be erected.

There is a No Smoking policy in all Town Council premises.

Hirers are not permitted to use smoke machines, lasers, strobes, real flames, firearms, special effects equipment, pyrotechnics, or lighted candles (small candles on a birthday cake are excepted).

19. Bouncy Castles

Only small bouncy castles or similar inflatables as approved by the Council are to be used within the Community Venue Hall – and no other rooms.

Accredited contractors will be required to comply with the Health and Safety Executive's advice and guidance [Bouncy castles and other play inflatables: safety advice \(hse.gov.uk\)](https://www.hse.gov.uk/bouncycastle/)

A valid safety inspection certificate will be required for all inflatables together with public liability insurance for a sum determined by the Councils insurers.

The sitting of a Bouncy Castle can also be accommodated within the grounds of the Community Venue at additional cost to the Hirer. This will be subject to the agreement of the Town Clerk or nominated Officer and compliance with Health and Safety Executive advice and guidance.

Trampolines are not permitted at the PCV.

20. Animals

Except with the express permission of the Council, the Hirer shall ensure that no animals (including birds) except assistance dogs, are brought into the premises.

No animals whatsoever are to enter the kitchen at any time.

21. Gaming, Betting & Lotteries

The Hirer shall ensure that nothing is undertaken on or in relation to the accommodation in contravention of the law relating to gaming, betting and lotteries under the Gambling Act, 2005.

The Hirer is responsible for ensuring that the requirements of the relevant legislation are strictly observed.

22. Sale of Goods

The Hirer shall, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organiser's name and address and that any discounts offered are based only on Manufacturers' Recommended Retail Prices.

23. No Alterations to Accommodation

No additions or alterations may be made to the premises or any fixtures, fittings or equipment.

No bolts, tacks, nails, screws, or similar objects, nor any flags, emblems or posters shall be driven into any part of the accommodation or affixed thereto without the consent of the Town Clerk. Adhesive tape must not be used under any circumstances.

24. Fly Posting

The Hirer shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises and shall indemnify and keep indemnified the Council against all actions, claims and proceedings arising from any breach of this condition.

25. No Rights of Occupancy

This Hiring Agreement constitutes permission only to use the venue/room and confers no tenancy or other right of occupation on the Hirer.

26. Stored Equipment

The Council accepts no responsibility for any stored equipment or other property brought on to, or left at, the premises and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring unless the Hirer has the written agreement of the Council.

The Council may use its discretion in any of the following circumstances –
Failure by the Hirer either to pay any charges in respect of stored equipment due and payable or to remove the same within 7 days after the agreed storage period has ended.

Failure by the Hirer to dispose of any property brought on to the premises for the purpose of the hiring. This may result in the Council disposing of any such items by sale or otherwise on such terms and conditions as it thinks fit and charge the Hirer any costs incurred in storing and selling or otherwise disposing of the same.

27. Portland Town Council Privacy Policy

The Council uses the following personal data for the purposes of managing their community halls and their bookings and finances. Data may be retained for up to 7 years for accounts purposes and for longer where required by the Council's insurers. If you would like to find out more about how we use your personal data or want to see a copy of information about you that we hold, please contact the Town Clerk.

- Name
- Address
- Contact Telephone Number
- Email Address (where available)

Personal information provided will not be shared with any third party without the express permission of the Hirer and will not be used for any other purpose than stated above.

28. Applications for Hire

All applications for the hire of Council managed Community Halls or meeting rooms must be made to the Town Clerk or nominated Officer.

The Council reserve the right to refuse any application, or terminate at any time, any agreement for hire made in consequence of any application, and the Council is not obliged to give a reason for such refusal or termination.

Provisional bookings will be held for seven days and will be confirmed on receipt of a signed official hire agreement form and, when demanded, a non-refundable deposit – equivalent to the hourly room hire fee. Upon written confirmation being given by the Council to the Hirer a contract will exist between the Council and the Hirer.

If not confirmed, the Council reserve the right to let the accommodation to other applicants without notice.

29. Definitions

“the Council” means Portland Town Council – Portland Community Venue, Three Yards Close, Portland, Dorset, DT5 1JN

“the Town Clerk” means the proper officer of the Council or his/her duly authorised representative

“function/ event” means the purpose for which the accommodation is hired

“the Hirer” means the person signing the booking form and when signing on behalf of an organisation shall be jointly and severally responsible with the organisation for the hire charge

“commercial” a commercial organisation for these purposes shall be one which is liable for tax on its trading profits (and not merely on interest received)

“accommodation” means the premises hired for the function as described on the booking form

“Regular Hire session” means a series of room hires forming part of the hire agreement

Annexe A

Venue Unlocking and locking-up Procedure

Unlocking Procedure:

The access keys to the main venue door are housed within the key safe. The code to the key safe will be made available to the Hirer in advance of the confirmed booking.

If the security alarm is set – key in alarm code and press ENT.

The Venue door keys should be returned to the key safe ensuring that the safe is locked.

Locking Up Procedure:

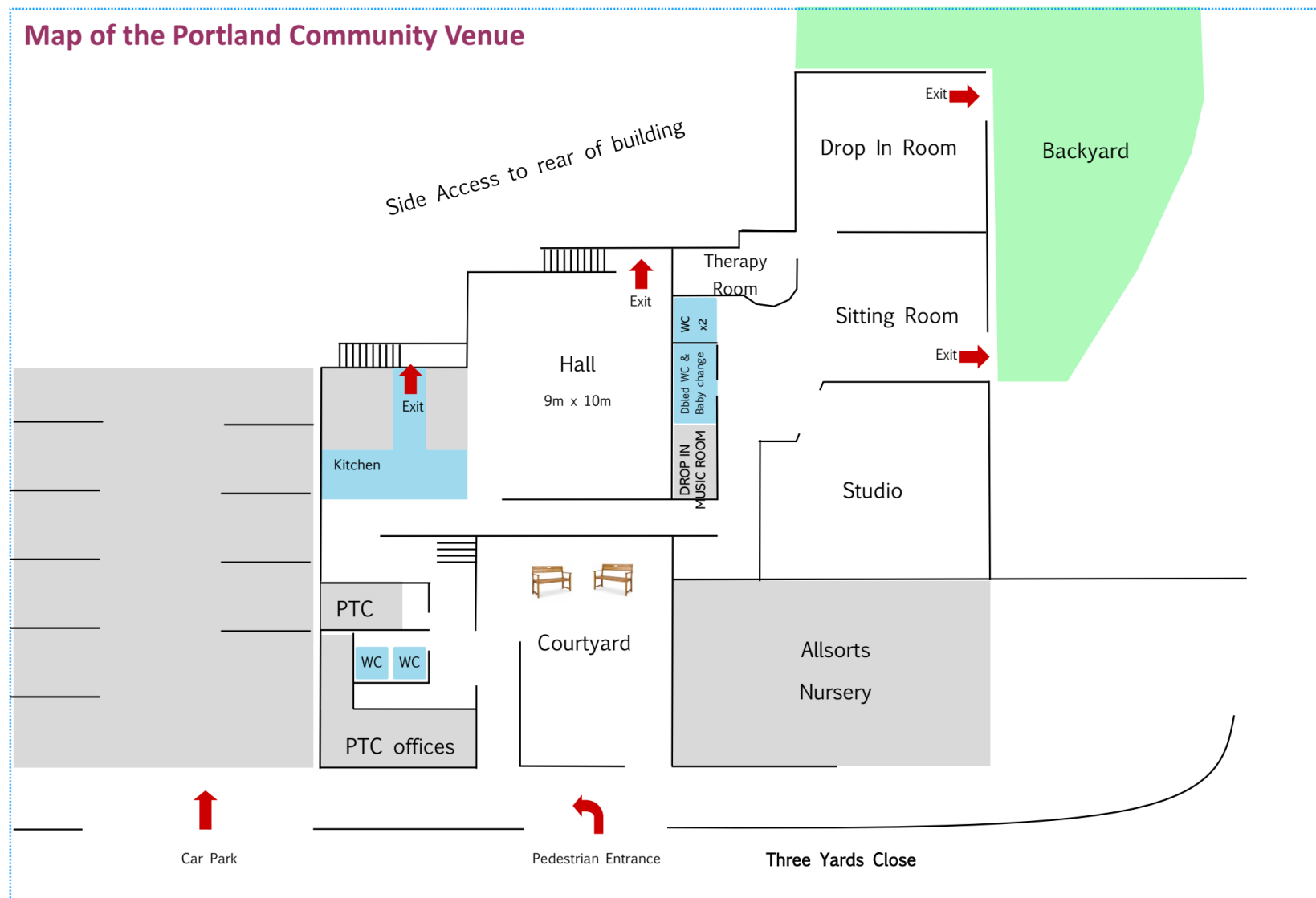
1. Check that all Emergency Doors/external doors are closed and locked
2. Ensure that all windows are closed
3. Ensure that all persons have left the building – check rooms including toilets
4. Ensure that all lights throughout the building are turned off
5. Set alarm system
Key in alarm code (to be provided) press A and leave via the main front door.
6. Lock front door using both keys
7. If using the key from the key safe – return the keys and ensure the key safe case is locked.

Each item on this list must be actioned.

The building security will be compromised if this procedure is not carried out. The person setting the Alarm System and locking the front door is responsible for securing the building*.

* Tenants (Allsorts and Drop-In) and PTC are responsible for securing their own areas when they leave, even if they are not the last person to leave the building as a whole.

Annexe B
Venue plan



Annexe C

PORTLAND TOWN COUNCIL / PORTLAND COMMUNITY VENUE EMERGENCY EVACUATION PROCEDURE

Portland Community Venue Fire and Emergency Evacuation



Operate the nearest fire alarm call point



Call the emergency services by telephoning 999

Only if it is safe to do so, contain the fire with the fire fighting equipment provided.

Always ensure there is a safe exit route available before attempting to extinguish any fire.

Leave the building immediately if you cannot control the fire or your escape route is threatened.

On hearing the alarm:

The fire alarm is a **SIREN**



Immediately vacate the premises by the nearest available exit.



Go to the assembly point and report to the person in charge of your assembly point.

The Assembly Point is located:

On the playground adjacent to the carpark



**Do not stop to collect personal belongings.
Do not return to the building unless authorised to do so.
Do not take risks.**

1. What to do if you discover a fire

Raise the alarm - press the nearest Fire alarm call point - and contact the emergency services – using a mobile phone if no access to the office. If the fire is small enough it may be able to be extinguished but safety always comes first. If in doubt, evacuate.

The fire alarm is a SIREN

2. What to do if you hear the fire alarm

Leave as quickly as possible by the designated emergency route.

Fire warden(s) to perform personnel sweep of building

Dial 999

Fire Warden (s) to take sign in book from the welcome desk upon exit (only if safe to do so)

3. Escape routes, refuges and exits, especially those not in regular use

Main exits are clearly signed with the Emergency lights. Evacuation routes must be clear of boxes, tables, or storage of anything, even temporarily. Drills will be undertaken once a year (minimum) so people are familiar with the evacuation route.

4. Assembly Point

Is located on the tarmacked area adjacent to the car park.

5. How to raise the alarm

Fire alarm call points are located by the main exits. To operate – press the black button.

6. Who calls the fire and rescue service

It is the responsibility of the fire marshal(s) to call the fire brigade. If outside of usual office hours, it is the responsibility of the tenant, Hirer or responsible person to call the fire brigade.

7. Provisions for people with disabilities

All visitors must be made aware of the fire and emergency evacuation plan. Especially in the respect of a wheelchair user who must be made aware of nearest escape routes upon entering the building.

8. Evacuation procedure

Guide to exits, make sure you're clear of the building.

Keep evacuation routes clear. Fire exit routes are signed and be familiar with the emergency evacuation map.

HIRER's FIRE & SAFETY INSTRUCTIONS

The Hirer is required to observe the Portland Community Venue emergency evacuation plan and procedure (Pages 20, 21 & 22).

All new Hirers will be shown the location of the emergency exits and have the emergency evacuation procedures explained to them when they visit the venue. In the event of an evacuation, the Hirer takes on all Fire Warden Responsibilities for their group.

- The Hirer shall ensure that all fire exit doors are kept clear and available for exit throughout the event. No obstruction is to be placed in any corridor or exit route.
- All firefighting equipment must be kept visible and accessible.
- Any special fire safety needs not covered must be raised by the Hirer in advance of the booking.
- All electrical equipment brought into the premises by user groups shall have evidence of recent PAT testing.
- The Hirer will have and maintain a full and complete list of all attendees.

As a Fire Warden during your hire period, you are responsible for ensuring that those using the hire premises are evacuated in an emergency.

If the alarm sounds, you must:

- Ensure that all areas are evacuated and that people move to the assembly point adjacent to the car park.
- Check all rooms and toilets, shutting doors once the rooms are empty if possible on your way to the assembly point.
- In cases of a fire – CALL 999 once safely out of the building.
- Report details of the completed evacuation to other appropriate information to the Fire Officer in attendance.

You are responsible for ensuring that all staff and people involved (paid, volunteer staff, guests etc) at the start of any event or function understand the basic fire safety precaution arrangements and procedures as follows:

- The location of fire alarm call points and how to use them
- The location of the fire exits
- The location of the fire assembly point
- The location of the fire extinguishers and firefighting equipment

On discovering a fire, the alarm must be activated. Do not attempt to tackle the fire unless it is safe to do so (i.e. the fire can be quickly extinguished with the minimum risk to staff).

Evacuating the building is the safest thing to do.

If evacuation is necessary, it is important to remember the following golden rules;

- Don't panic
- Keep a clear head
- Raise the alarm
- Do not stop to collect personal belongings or allow others to do so
- Assist visitors and people with disabilities on your way out, if needed and if safe to do so
- Close doors behind you
- Where possible use the nearest fire exit
- Report any persons unaccounted for to a Fire Officer when present
- Do NOT re-enter the building OR allow others to do so until instructed by a Fire Officer.

Annexe D
Venue Hire Charges

Service		Description	2024/25 Charge	
PCV Hire		Hire of Main Hall (Per hour)	£	14.50
PCV Hire		Hire of Studio (Per hour)	£	9.00
PCV Hire		Hire of Therapy room (Per hour)	£	7.00
PCV Hire		Use of Kitchen * not considered by committee but historic charge	£	11.00
PVC Hire		Discount for Regular Hirers		10%