

Whetstone Parish Council
The Edward Wright Room (Council Chamber) and The Buxton Room (Front Office)
Fees and Conditions of Hire

1. Application Form

Applications for hire of the rooms are made through the Clerk of the Council, Lee Breckon at the Council Offices, Cemetery Road, Whetstone, Leicester, LE8 6LL. To request an application form please email: clerktothecouncil@whetstoneparishcouncil.gov.uk or telephone 0116 2751987. This form is also available on our website: www.whetstoneparishcouncil.gov.uk
The person signing the form will be deemed to be the hirer.

2. Hire Charges

The cost of hiring the rooms is £12.50 per hour. The Council has a discretionary discount of up to 25% it can offer for multi date bookings. **Over and above, a deposit of £50 will be required to be paid in advance. This deposit will be refunded provided that no damage or excess cleaning has occurred.** (Refer to condition 8)

3. Cancellation of a Room Hire

Should the hirer cancel the booking of the room the Council reserves the right to impose a cancellation fee as follows:

% of Fee

- | | |
|--|----|
| ▪ Cancellation from 3 to 2 months before booking | 25 |
| ▪ Cancellation from 2 to 1 month before booking | 50 |
| ▪ Cancellation under 1 month before booking | 75 |

unless the room is re-let on the date.

The Council, through its Clerk, reserves the right to cancel any booking should there be good reason for doing that. In such a case there will be no charge to the potential hirer.

4. Number of Persons to be Admitted

The maximum number of persons to be allowed in the Edward Wright room at any one time is **60**.

5. Opening and Closing

A member of the Council's staff will be on hand to open the room in time for the commencement of the booking and to lock and secure the room at the end of the booking time (on confirmation of your booking a contact telephone number will have been given to you in case of an emergency during the time of your room hire). Hirers should ensure that users keep to the agreed booking time. Any extra time will be charged for.

6. Use of Kitchen & Toilets

This is included in the hiring charge.

On vacating the kitchen hirers are required to check the following: -

- a) All crockery is washed and stored away in the cupboards.
- b) All surfaces have been wiped clean.
- c) All electrical equipment is unplugged and switches are in the 'off' position.
- d) All rubbish is taken away.

7. **Smoking**

Council Premises is a “NO SMOKING” environment and this applies to all areas inside and outside. Smoke detectors are installed. All lettings are unaccompanied and, therefore, the hirer bears full legal responsibility for anyone smoking on the premises and who is on the premises as a result of the hire in question.

- **Smoking in smoke free premises or work vehicles:** a fixed penalty notice of £50 (reduced to £30 if paid in 15 days) imposed on the person smoking. Or a maximum fine of £200 if prosecuted and convicted by a court.
- **Failure to display no-smoking signs:** a fixed penalty notice of £200 (reduced to £150 if paid in 15 days) imposed on whoever manages or occupies the smoke free premises or vehicle. Or a maximum fine of £1000 if prosecuted and convicted by a court.
- **Failing to prevent smoking in a smoke free place:** a maximum fine of £2500 imposed on whoever manages or controls the smoke free premises or vehicle if prosecuted and convicted by a court. There is no fixed penalty notice for this offence.

8. **General Security and Use of Premises**

It is a condition of letting that persons/organizations hiring rooms and facilities at the Parish Council premises will be held responsible and liable for any damage and any loss of contents. In view of the hirer's responsibilities the following measures must be taken:

- The main front door is to be kept locked or supervised.
- Before leaving the premises, the hirer must ensure that all windows are locked and secure, and all lights and electrical appliances are switched off.
- The toilets have been checked, and all taps turned off.
- All rubbish must be taken away.

Failure to observe the above or leave the premises as found resulting in rectification costs, incurred by Council, these costs will be taken out of the deposit or if damage is in excess of £50, any necessary action/repairs will be invoiced.

10. **Action in the event of a fire**

The Fire Alarm is located in the foyer next to the office door. Please make sure that all users are aware of the information contained in the attached 'Action to be taken in the event of a Fire.'

11. **First Aid Equipment**

The First Aid Box is located in the kitchen.

12. Defibrillator

There is a fully automated Defibrillator In our Reception Hall for room hire users, this is located on the wall next to the office.

13. Complaints

All complaints should be directed to:

Lee Breckon,

The Clerk of the Council,

Whetstone Parish Council,

Council Offices,

Cemetery Road,

Whetstone,

Leicester,

LE8 6LL.

Telephone: 0116 2751987

Email: clerk@whetstoneparishcouncil.gov.uk

ACTION TO BE TAKEN IN THE EVENT OF FIRE

IF YOU DISCOVER A FIRE

ACTION 1 Immediately operate the nearest fire alarm call-point

ACTION 2 Attack Fire, if possible, with appliances provided but **DO NOT** take personal risks

ON HEARING THE FIRE ALARM

- ACTION 3**
- a) The Clerk or office staff will call the Fire Brigade immediately by dialing **999**.
 - b) In the event of the office staff not being available, the person discovering the fire or someone on their behalf will telephone the Fire Brigade.
 - c) Give the operator telephone number (0116 2751987) and ask for FIRE.
 - d) When the Fire Brigade answers, give the information clearly and distinctly i.e.,

FIRE AT WHETSTONE PARISH COUNCIL OFFICES, CEMETERY ROAD, WHETSTONE, LEICESTER

- e) **DO NOT** replace the receiver **UNTIL** the address has been repeated by the Fire Brigade.

ACTION 4 All personnel will, on hearing the fire alarm, leave the building by the nearest **FIRE EXIT** and report to the assembly point at the cemetery gates in Cemetery Road.

ACTION 5 Where practicable, each floor will be checked and evacuated by persons designated.

REMEMBER

- A) REMAIN CALM - DO NOT PANIC.**
- B) DO NOT STOP TO COLLECT PERSONAL BELONGINGS.**
- C) DO NOT RE-ENTER THE BUILDING UNTIL THE ALL CLEAR IS GIVEN BY THE FIRE OFFICER.**