

*Cyngor Tref
Castell-nedd*



*Neath
Town Council*

FAO: HALL HIRER

Dear Sir/Madam

Hiring of Neath Town Council Community Halls

Due to Health and Safety requirements, we require a signature from you/an authorised member of your organisation, every time you use our premises. This is to acknowledge that you have been provided with the Fire Safety Regulations, the Hiring Terms and Conditions and you have read and understood the information.

Please make sure that you or the person nominated on the day of your hall hire, has read the attached documents and are aware of all fire safety routes and the necessary arrangements they need to have in place whilst they are hiring the hall.

The hall hirer will be responsible for the safety of those using the hall whilst on hire from the Town Council.

As a regular user of Neath Town Councils' premises, the person using the hall, will be required sign documentation with the Caretakers at handover (start time booked by the hall hirer), to acknowledge that they will take responsibility for the hall and those using it during the period.

Should you have any queries on the day of the hall booking, please speak to the caretaker.

Yours faithfully

Kathryn Charles
Neath Town Clerk

Enc.



Search 'Neath Town Council'



neathtowncouncil.gov.uk

10/12 Orchard Street, Neath, SA11 1DU Tel: 01639 642126 clerk@neathtowncouncil.gov.uk

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Important Fire Safety Information

Neath Town Council Community Halls and Neath Town Hall

Under the Fire Safety Regulations, a building must have a nominated "Appointed Person(s)" whenever the building is in use.

You will be aware that the building you are hiring a room in, is not staffed by Neath Town Council staff at all times.

Therefore, it is the responsibility of every Group/Club/Organisation/Party etc using the hall to nominate an "Appointed Person(s)" to take charge in the event of an emergency.

It will be the responsibility of the Nominated Person(s) to identify all the emergency exits, the quickest routes in the event of an emergency, the location of fire extinguishers and the meeting point a safe distance away from the building in the event of an evacuation.

It is then the responsibility of the Nominated Person(s) to inform every person in their party using the hall of this information. Please note that NO PERSONS should use the lifts in any of the Halls during the event of a fire.

In the event of an Emergency it will be the responsibility of the Nominated Person(s) to ensure that everyone in their party is evacuated from the building and to carry out a search (**if safe to do so**).

The Hirer must carry out a Roll Call to ensure that all persons are accounted for. In Neath Town Hall, it is the hirer's responsibility to ensure that procedures are in place to be able to evacuate any persons who have mobility issues or are in a wheelchair, from the main hall, bearing in mind that the Lift will not be able to be used in a Fire situation.

Additionally, it is the responsibility of the Appointed Person(s) to contact the Emergency Services by ringing 999.

UNDER NO CIRCUMSTANCES should any person(s) put themselves in any danger trying to fight the fire. The first priority is to ensure the building is evacuated and raise the alarm. Then only IF IT IS SAFE TO DO SO use the fire extinguishers to fight the fire.

The attached form needs to be completed before your booking can be accepted.

"The information you supply will be used by Neath Town Council for administrative purposes within the terms of the Data Protection Act 1998. We shall not supply it to third parties. If you do not wish your personal details to be held by us, you must inform the Council immediately".

RULES FOR HIRING NEATH TOWN COUNCIL HALLS

1. All applications for hire of any Neath Town Council building must be made via the Administration Offices of Neath Town Council, First Floor, 10 – 12 Orchard Street, Neath, SA11 1DU (Tel No. 01639 642126). No bookings can be taken by the Caretaker.
2. For parties/social gatherings, the date of the hall hire will only be confirmed once a non refundable deposit of £20 is made, until the deposit is paid, the booking will only be provisional.
3. Full payment must be received at least 7 days in advance or the hall will not be made available.
4. Cancellations which occur within the 7 days prior to the hall booking will not be eligible for a full refund (nor the non refundable deposit).
5. An electronic confirmation 'receipt of booking' email can be made if an email address is provided.
- 5. An Acknowledgement of Fire Safety Regulations form *must* be signed before the booking can take place and this will be done via the Caretaker.**
6. The hall hirer will be given the mobile number of the Caretaker on duty and this should be used in the event of an emergency or if the hall hirer plans to leave the Hall before the allocated/required time.
7. The hirer shall not use the halls or any parts thereof for any public performance of any dramatic or musical work or lecture or address which is copyright without the consent of the owner of the copyright and the hirer agrees to indemnify the Town Council and its officers against any claims, actions and demands which may be made against them for any infringement or breach of copyright.
8. No hiring of the hall shall be binding unless the full fee is paid within seven days of application and an official receipt is received or notification of waiver of part waiver of charge is made by the Town Council. In the event of postponement or cancellation of any date, 7 days clear notice must be given to the Clerk failing which the hirer will be liable for the full charge.
9. When applying for use of halls, specific times of start and finish must be stated. PLEASE NOTE – if you require setting up and clearing away time, please ensure this is in your overall hall hire times. A maximum 5 to 10 minutes each side of the start and end time of your booking will be permitted at the availability of the caretaker, otherwise additional hall hire charges will be incurred.
10. The persons applying for the use of the hall will be held responsible for the good behaviour of their clients and any unseemly conduct will not be tolerated and the caretaker is empowered to stop any function proceeding which in his/her opinion is undesirable.
11. It will be the duty of the hirer to make arrangements in conjunction with the caretaker for the placing of chairs and other furniture where required, or provided in advance when making the hall booking.
12. No intoxicating liquors are allowed to be sold, supplied or consumed at the halls or any rooms therein (except when the Town Hall Bar is booked).
13. The hirer of the hall must ensure that persons leave the hall as quickly as possible after the termination of their period of hiring.
14. The hirer is held responsible for any damage to the hall and any property or furniture therein during or arising out of his occupancy of the same.
15. The Council, its officers or caretaker will not in any circumstances be responsible for any damage, injury or of loss of goods or property brought to the hall by the hirer or persons attending any function therein.

- 16.** The Council will not be responsible for any accident, injury or damage to the hirer or any person or persons who may be with the knowledge or consent of the hirer using the premises including loss of or damage of wearing apparel during the period of the hiring, nor will the Council accept any responsibility for the repayment of any claims which may be made in connection with or consequent upon any such loss, injury, accident or damage aforesaid.
- 17.** Hirers shall indemnify the Council from and against any claim for damages, costs or expenses which may be made against the Council in respect of personal injury, death or loss of or damage to property sustained by any persons and occurring during or in consequence of the hiring and which shall arise from any act or omission by the Hirer or persons using any of the Community Hire Halls Facilities as a result of the hiring. Public Liability insurance is only valid for the rooms booked during the booked period as stated.
- 18.** Persons when applying for the use of the hall must state the purpose for which they wish to use same and they shall not be at liberty to assign or sub-let the hall or any part thereof.
- 19.** Nothing shall be done or brought into the hall or rooms which in the opinion of the Council or its officers will involve extra risk to the property. No oil or substance of any inflammable nature will be allowed in any part of the hall.
- 20.** The Council reserve the right to refuse any applicants the use of the halls.
- 21.** The Council has a no smoking policy for all its buildings.
- 22.** The Council reserve the right to terminate the hiring immediately in the event of any breach of any of the foregoing conditions, or failure of the hirer to observe the reasonable directions of an officer of the Council or the caretaker and to retain any sums paid for the hiring whether the period of the hiring be completed or not at the time of such termination.
- 24.** All hiring's are subject to cancellation in the event of the hall or rooms being required by the Council for their own use.
- 25.** Special applications must be made for the use of the Council's piano. It will not be available without the specific permission of the Council.
- 26.** All fire and emergency exits must be kept clear of tables, chairs and any other items.
- 27.** All discarded items left from jumble sales, parties etc. must be removed from premises including balloons and banners.
- 28.** Sandpits, bubble machines or ride on play bikes are NOT permitted in The Town Hall.
- 29.** The Hirer shall ensure that children (under 16) are supervised at all times and ensure no children enter the kitchen without supervision.
- 30.** All tables and chairs must be returned to where they were found.
- 31.** All plates, bowls, cups and cutlery must be clean and put away in cupboards and drawers.
- 32.** All food waste and rubbish that you accumulate during the hiring must be bagged and taken home with you and NOT left on the premises.
- 33.** The Council has the right to charge for Cleaning costs if the hall is left in an acceptable state of cleanliness after your booking.
- 34.** The Clerk or authorised officers have the authority to use their discretion to refuse bookings. This is in respect of hall users who damage or leave the halls in unacceptable standards of cleanliness. The customer has the right to appeal to the Full Council against the Officers decision.
- 35.** Only assistance animals for the disabled are allowed on the premises
- 36.** The Hirer shall not bring any equipment onto the premises without the prior permission of the Council. Where it is agreed in writing that the hirer may store goods or equipment at the Facility the Council does not accept responsibility or liability for any loss, damage or injury whatsoever arising from the storage of such goods or equipment subject to common law and any statutory rights for the time being in force. No items will be stored on site that can easily be transferred to and from the site easily for each period or hire. Additional charges may apply for exclusive storage areas.
- 37.** No furniture or furnishings may be brought into the facility either temporarily or permanent without prior written permission. Permission will only be considered where current Fire Regulations can be met.
- Hall Hirer - Important Fire Safety Information (August 2022)

COMMUNITY CENTRE EMERGENCY ACTION PLAN

For

Neath Community Centre	Neath Town Hall	Melyn Community Centre	Cimla Community Centre
10 – 12 Orchard Street Neath SA11 1DU	Church Place NEATH SA11 3LL	Old Road Melin NEATH SA11 1SS	Afan Valley Road Cimla NEATH SA11 3AZ
Fire Assembly Point:- St Davids Church Entrance	Fire Assembly Point:- St Thomas Church Entrance	Fire Assembly Point:- Old Road Bus Stop	Fire Assembly Point:-

All Halls (see individual maps)

EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS

EMERGENCY PHONE NUMBERS

FIRE / POLICE / AMBULANCE	999
CARETAKERS (Rotational Shift Pattern). <i>Your Caretaker will make contact with you at the start of your hall hire period:-</i> MIKE JENKINS RHYS HUGHES CRAIG WIGLEY (EMERGENCY OUT OF HOURS ONLY)	07956 086565 07495 071658 07870 851895
BUILDING SECURITY: NITELITE	01639 700326
FIRE ALARM: FIRE SAFETY DIRECT	01792 464040
ADMINISTRATION OFFICE (OFFICE HOURS 9.00am – 4.30pm)	01639 642126

Community Halls

Upon Discovering a Fire - Raise the Alarm

This is normally done by breaking the glass on a fire alarm call point. Otherwise use any means available (this should be agreed at the commencement of any event)

On Hearing the Alarm - When you hear the alarm, leave the building as quickly as possible, using the nearest fire exit route. **Do not run or use any lift. Do not use mobile phones while evacuating.** Note: Take personal belongings **only** if they are immediately available

Call the Fire Brigade - Dial 999 using a callbox or mobile or ask a local resident and provide the following information:

- a. Nature of the emergency and location of the emergency (address, building, room number), and
- b. Your name and phone number from which you are calling.

Fire extinguishers are highlighted on the Fire Evacuation Plan and could be used to maintain and/or clear the escape route if required.

Where there are controlled access doors if for any reason the door interlocks fail you must use the green break glass panels next to the doors to release the lock.

EVACUATION ROUTES

Evacuation route maps are noted on the attached plan which include:-

*Emergency exits
Locations of fire extinguishers
Fire alarm activation locations
Assembly points*

Please make yourself aware of at least two evacuation routes.

Disabled and Less Able-Bodied People - Should be given every assistance during the evacuation procedure to exit the building to the fire assembly point or to the designated safe refuge point. The Appointed person would need to make arrangements for this.

Fire Assembly Point (identified on the Fire Evacuation Plan) - On arrival at the Fire Assembly Point, keep together and identify any missing persons attending your event and report immediately to the fire brigade.

Safety Is Everyone's Responsibility - It is essential that all individuals familiarise themselves with the fire escape routes and location of the Fire Assembly Point when using these facilities.

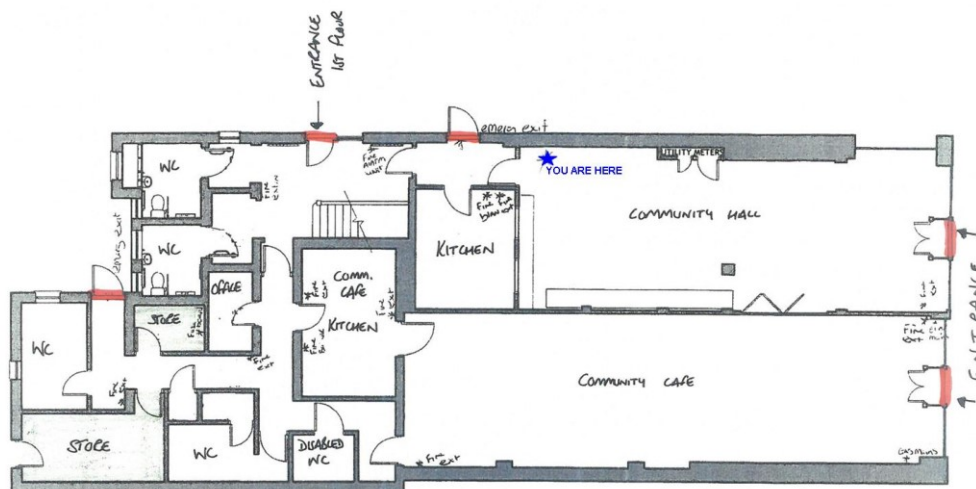
Contractors - On hearing the alarm, contractors working on site must immediately stop work and follow the Fire Evacuation Procedures. Do not re-enter the building until authorised by a member of the Fire Brigade or Town Council Team.

A Basic First Aid kit is located in the kitchen. When any accident occurs please contact the Caretaker to note the accident or the Administration Office of Neath Town Council on 01639 642126 (during office hours).

The information on these guidelines is available on the internet at www.neathtowncouncil.gov.uk.

EVACUATION MAPS

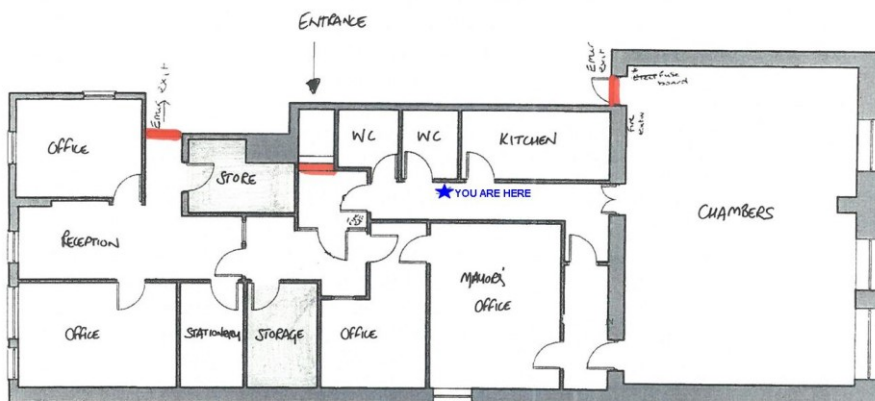
NEATH COMMUNITY CENTRE



GROUND FLOOR PLAN
ORCHARD STREET

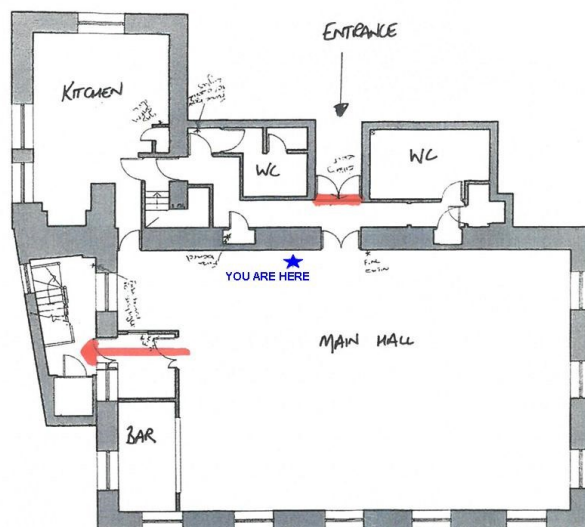
Evacuation Route Map

ORCHARD STREET
FIRST FLOOR



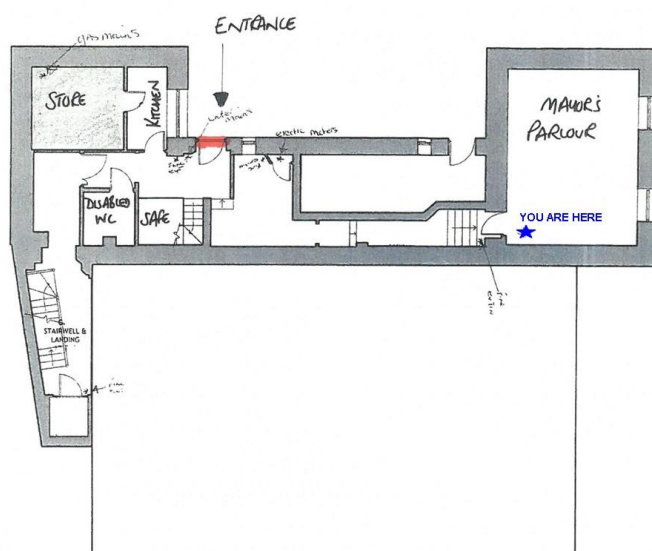
Evacuation Route Map

EVACUATION MAPS NEATH TOWN HALL

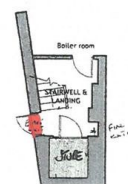


FIRST FLOOR PLAN
NEATH TOWN HALL

Evacuation Route Map



GROUND FLOOR PLAN
NEATH TOWN HALL

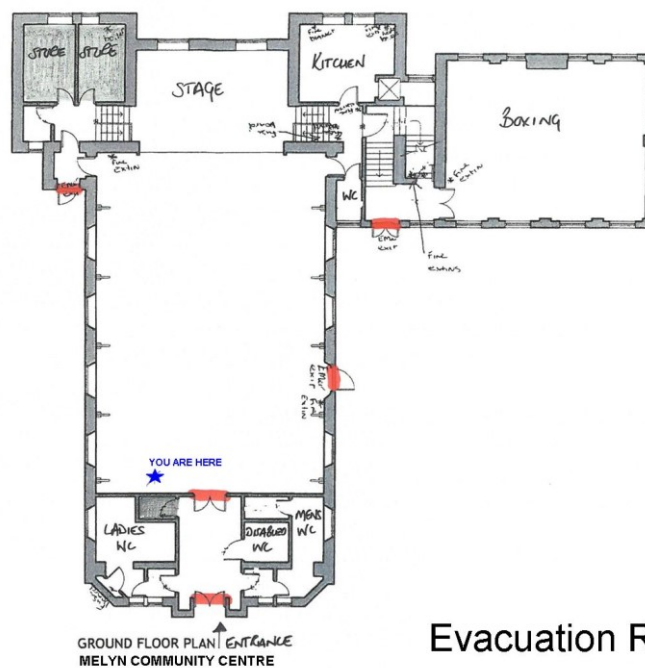


LOWER GROUND FLOOR PLAN

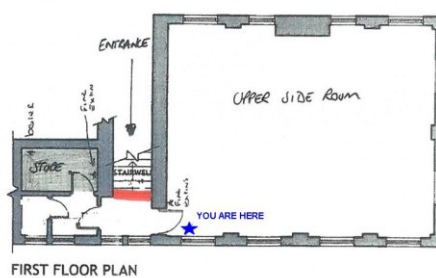
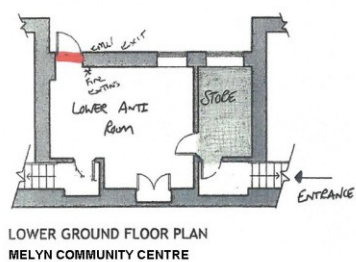
Evacuation Route Map

EVACUATION MAPS

MELYN COMMUNITY CENTRE

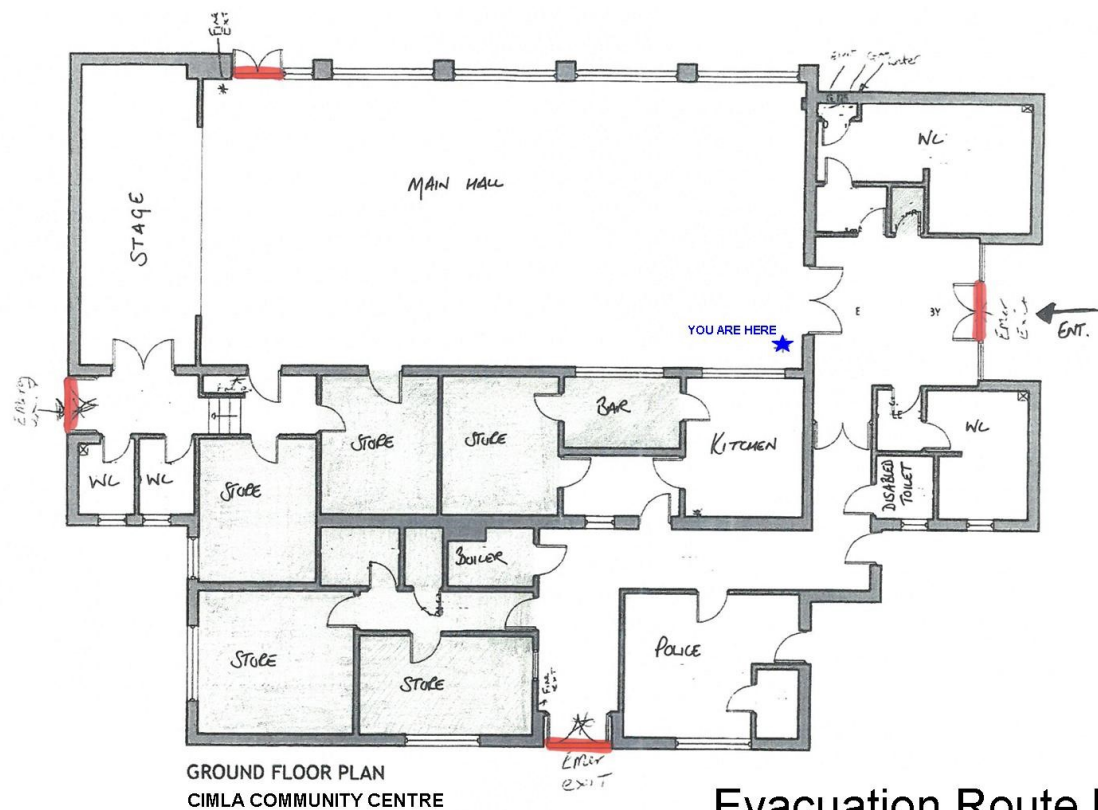


Evacuation Route Map



Evacuation Route Map

EVACUATION MAPS
CIMLA COMMUNITY CENTRE



Evacuation Route Map

NEATH TOWN COUNCIL

HALL HIRE HANDOVER

Hall Hirer or Company Name	Caretakers Initials	Date of Hall Hire	Location				Read and Received Hall Hire Terms & Conditions	Read and Received Fire Safety Instructions	Hall Hirer or Company Name Signature
			Cimla Community Centre (please tick)	Melyn Community Centre (please tick)	Neath Community Centre (please tick)	Neath Town Hall (please tick)			

[OFFICE USE: This Form, once fully completed, should to be handed back to Admin for filing].

Hall Hirer - Important Fire Safety Information (August 2022)