

Grindleford Pavilion & Bridge Playing Field Facilities: Conditions of Hire / Use

By proceeding with the hire / use of the premises & facilities you are deemed to accept and abide by the following conditions:

1. The Hirer / User group organiser is responsible for the following:

- Undertaking as appropriate risk assessments of the users activities and meeting statutory requirements regarding Health & Safety for the Hirer / User group activities.
- Ensure all available Pavilion main room external doors (3) are unlocked during occupancy to facilitate emergency use.
- Ensure the group size is within the room capacity of 60 persons for seated activity. For internal / external events where this capacity might be exceeded then at least 2 external doors to be open at all times during the event.
- Behaviour of all persons in the hiring group on the premises and surrounding area.
- Limiting noise and nuisance in consideration of neighbours and surrounding properties.
- Compliance with the general conditions of use (4) below and ensuring that no activities take place in the car park unless, by prior agreement with GPFA, the area has been closed as a car park.
- Compliance with premises license conditions of use - see notice board.
- Any damage caused during the hire / use period.
- Duties as specified on the Emergency evacuation plan (as displayed in the Pavilion).

2. Hirer / User Group Organiser to note and advise the group of the following:

- position of fire fighting equipment adjacent to Pavilion north door and kitchen. (2 red fire extinguishers: 1 water for normal fires and 1 dry powder for electrical fires plus fire blanket for cooking pan fires).
- emergency evacuation plan & positions of emergency exits.
- first aid kit location - on the Pavilion kitchen internal back wall & on the Tractor shed internal east wall .
- Young children to be supervised by adults responsible for their safety at all times.

3. At the end of the activity / hiring session the Hirer / User group is responsible for ensuring:

- the floors are swept.
- all work surfaces are adequately wiped.
- brushing and washing down external walkways & stairs if it they have been soiled.
- turning off water taps and checking there is no running water.
- draining off the boiler over the sink.
- closing and locking all doors and windows.
- **switching off all lights** (External & Car Park lights are on a timer).
- leaving the pavilion & other facilities in the condition you would wish to find it.
- report to GPFA using maintenance book any equipment which is faulty and take out of use.

IF THE FACILITIES ARE NOT LEFT CLEAN AND TIDY, ADDITIONAL CHARGES WILL BE APPLIED

4. General Conditions of Use

- No public parking. No parking on the playing areas. **No parking in middle of car park during normal working hours.**
- No dogs or horses to be brought onto the premises.
- Young children can use the facilities but must be supervised by an adult responsible for their safety.
- Respect any warning notices.
- Do not cross the fence into the river area.
- Do not store supplies or equipment unless discussed and agreed with GPFA first.

5. Casual use of the facilities

- Anybody can use the external facilities for casual recreation but should do so in a responsible manner, comply with general conditions of use (4), and not use the marked playing pitches / cricket square or practice golf.

Information about the Premises & Facilities:

- Switch for car park floodlight is located in Pavilion cupboard adjacent to ladies toilet.
- Keys for Pavilion rooms / shed outside the main room are kept in cupboard adjacent to ladies toilet.
- Tables & chairs may be moved to any position to facilitate your activities, but must not block emergency exits and be replaced afterwards.
- A limited number of chairs are available in the south shower room.
- Additional chairs and tables are available from the Pavilion external shed.
- Cutlery and crockery may be used but afterwards must be returned clean to designated places.
- All breakages or lost utensils must be paid for by the hirer / user.
- Hirer / user must provide all consumables, own tea cloths and food and drink stuffs.
- Do not use other groups supplies.
- All interior cleaning equipment is kept in Pavilion cupboard adjacent to the ladies toilet door.
- Exterior sweeping brush & hosepipe are kept in Pavilion basement.
- Any comments on facility / equipment problems in maintenance / fire safety log book near first aid kit.

For Large Event Activities also involving External Facilities - see also Event Guidelines

If you are any doubt about operation of any Pavilion equipment, heating or lighting then contact Secretary 07581434624 or Chairman 01433631245