



PARISH ROOMS  
BLIND LANE, BREASTON  
DERBYSHIRE, DE72 3DW  
TEL: 01332 870119

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### Breaston Parish Council Meeting Rooms Booking Form

Name of Hirer.....

Address of Hirer.....

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Postcode.....Telephone number.....

Email Address.....

Booking Dates from..... To.....

From .....To.....

From.....To.....

From.....To.....

From.....To.....

From.....To.....

From.....To.....

From.....To.....

From.....To.....

From.....To.....

Duration from ..... To.....

Signed.....

Print name.....

By signing this form, you are agreeing to all the terms and conditions of hiring the PCMR. Please return this form to the Parish Clerk confirmation will be sent on receipt. The Rooms are hired by the hour at £17.35 per hour. Setting up and packing away time must be included in your hire time.

## **Terms and Conditions of hiring the PCMR – Breaston Parish Council.**

**Tables/chairs/equipment** – Please return all furniture etc to the original layout as found when you arrived at the rooms. Please do not attach anything to the walls. Please leave the rooms clean and tidy. In particular we ask you to ensure all equipment is cleaned if necessary prior to being stored away.

**Heating** – heating in the Parish Rooms should be set at a comfortable temperature for all users for the period of hire, should the settings be altered in any way they should be returned to the settings you found them at when you leave the rooms.

**Windows/Doors** - The keys for the window locks are kept in the sink drawer. If you open any windows, please remember to lock them again when you leave and return the keys to their place. After your event, please ensure that all windows and doors in the Hall are securely closed and locked.

**W.C.s** - There is access to the public w.c.s adjacent to the hall – keys are located in the sink drawer. Please ensure that the doors are locked when you leave the premises.

**Litter/Rubbish** - we do not have the capacity to deal with rubbish could you please take your rubbish home with you.

**Lights** - Please turn out all lights when leaving the rooms.

**Health and safety** - Although the Parish Council take all reasonable steps to ensure that the Parish Rooms are safe and clean for users, it is the primary responsibility of those booking the rooms to ensure the health and safety of users of the rooms. The Parish Council are insured against any claims arising out of their own negligence, but they otherwise accept no responsibility for accidents to hirers or their guests, agents or employees and hirers should consider carefully taking out their own public liability insurance in case of any claims against them arising as a result of the hire. Emergency exits should not be obstructed at any time. If you are proposing to bring into the rooms any electrical appliance, it is your responsibility to ensure that it is safe and in good working order and used in a safe manner.

**Accidents** - The hirer must report all accidents involving injury to any person to the Parish Clerk as soon as possible and record the details in the Parish Rooms accident book (kept near the First Aid box in the kitchen).

**Smoking/Vaping** - The rooms are a no smoking/vaping area.

**Fire** – there are evacuation plan details including the entrance/exit into the rooms near to the main door and the fire extinguishers can be located in the porch entrance and Clerk's office. If there should be a fire, please call the fire brigade and leave the building in an orderly manner as detailed in the evacuation plan.

**Consideration for Neighbours** - Please ask visitors to leave quietly at the close of your event. Car doors banging and loud talk in the lane are disturbing to local residents. Complaints could jeopardise any future bookings you might make.

**Faults/Damage/Comments** - Please report any faults or damage to the Parish Clerk as soon as possible so that they can be rectified quickly. The Parish Council welcome comments or observations that you may have about your hire of the rooms.

### **Security**

“Under Section 26 of the Counter-Terrorism and Security Act 2015 and related statutory guidance, the Council must have due regard to the need to prevent people from being drawn into terrorism. This is known as the Prevent Duty. In complying with the Prevent Duty, Councils are required to ensure that publicly-owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views.

The Government have defined extremism as: “vocal or active opposition to our fundamental values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs”. Also included in our definition of extremism are calls for the death of members of our armed forces.

Therefore, the hirer shall not use any local authority resources to promote violent and/or non-violent extremist views. This applies to speakers in person or those using any form of online platform, any pre-recorded video footage, or any speakers added to an event agenda after the initial booking.