

## **PICTON CENTRE LETTINGS AGREEMENT**

**The Picton Centre is owned and managed by Haverfordwest Town Council.**

### **1. Use of the centre**

Use of the Centre is subject to the following rules and in the case of hirers, to certain standard conditions incorporated in the hiring agreement.

### **2. Equal Opportunities**

The Centre shall be open to all members of the community regardless of race, gender, sexual orientation, age, disability, religious or political beliefs or marital status. A copy of the Council's policy may be obtained from the Town Council offices.

### **3 Applying to use the centre**

- a) Application for use of the Centre shall be made to the Town Clerk's Office and usage of facilities for hirer's use only with no sub-lettings.
- b) Bookings will only be confirmed upon receipt of a fully completed Booking Form and payment in full.
- c) The right to refuse any application for the use of the Centre facilities is reserved to the Town Clerk provided the Town Clerk reports his/her action to the next meeting of the Management, Estates and Strategy Committee.
- d) All arrangements for the use of the Centre facilities are subject to the Management, Estates and Strategy Committee reserving the right to cancel bookings when the premises are required for use as a Polling Station or are rendered unfit for the intended use.
- e) The Town Council shall normally have priority use of the facilities but all arrangements to hire facilities made with outside bodies will be honoured except as provided for in (c) above.
- f) A deposit of £50.00 (refundable) will be charged when hiring the best quality crockery and cutlery.

### **4. Hours of opening**

Facilities at the Centre are normally available for use between the hours of 08.30hrs and 23.00hrs Monday to Saturday and 22.30 hrs on Sundays. In exceptional cases these hours may be extended on application to the Town Clerk. The premises must be fully vacated by the finish time stated on the booking form. Should this time be exceeded a pro rata charge will be made.

### **5. Maximum Capacity**

The Centre hall has a maximum capacity of 180 seated (this figure includes helpers and performers) and on no account shall this figure be exceeded.

### **6. Safety Requirements**

All conditions attached to the granting of the Centre's Public Entertainment's Licence, stage play or other Licences shall be strictly observed. Nothing shall be done to endanger the users of the building and the policies of insurance s relating to it and its contents. In particular:

- a) Obstructions must not be placed in the gangways or exits, nor in front of the emergency exits which must be immediately available for free public egress
- b) The emergency lighting supply must be turned on during the whole time the premises are occupied and must illuminate all exit signs and routes
- c) Fire fighting equipment shall be kept in its proper place and only used for its intended purpose
- d) The fire brigade shall be called to any outbreak of fire by dialling 999 from the nearest telephone
- e) Performances involving danger to the public shall not be given
- f) Highly flammable substances shall not be brought into or used in any part of the building
- g) No unauthorised heating appliances shall be used on the premises
- h) The First Aid box shall be readily available to all users of the premises and is located in the kitchen. All accidents/incidents at the centre must be recorded in the Accident Book located in the kitchen.

- i) All electrical equipment brought onto the premises shall comply with the current Electricity at Work Regulations.
- j) Authorised staff should be allowed access to inspect the property at any time to ensure that all regulations are complied with.

### **7. Supervision**

The hirer or person in charge of the activity shall not be under 18 years of age and shall be on the premises for the entire period of the hire or duration of the activity. When the premises or any part of them are used for the purpose of public entertainment there shall be a minimum of two persons neither of whom shall be less than 18 years of age on duty. The hirer shall be responsible for providing officials or stewards for an event when necessary.

### **8. Intoxicating Liquor**

No intoxicating liquors are permitted to be bought or sold on any part of the premises without the express permission in writing of the Town Clerk whose consent must be obtained prior to seeking any Licence. If you intend to sell alcohol at an event you will require a Temporary Events Notice at least 10 clear working days before the event and is obtainable at a cost of £21 from the Licensing Department, Pembrokeshire County Council, County Hall, Haverfordwest, SA61 1TP. Tel: 01437 764551.

**PLEASE NOTE:** You must inform the Town Clerk that you are obtaining a T.E.N. for use at the Picton Centre as they may only be issued for any particular premises on 12 occasions in each calendar year. (Jan – Dec) A valid T.E.N. must be produced prior to the event.

### **9. Storage**

The permission of the Town Clerk must be obtained to allow overnight storage of goods and equipment brought to the centre before a particular event.

### **10. Loss of Property**

The Council cannot accept responsibility for damage to or loss or theft of Centre Users property and effects.

### **11. Car Parking**

Cars shall not be parked so as to cause an obstruction at the entrance to or exit from the centre. Due to limited capacity, car parking cannot be guaranteed. Pay & Display Car Parks (operated by Pembrokeshire County Council) are located nearby. Kindly consider that other patrons may also require use of the Picton Centre Car Park.

### **12. Nuisance**

- a) Litter shall not be left in or about the Centre premises
- b) Hirers are responsible for ensuring that the noise level of their functions is not such as to interfere with other activities within the building nor to cause inconvenience for the occupiers of nearby houses and property.

### **13. Cleaning and Security**

All use of the Centre premises and facilities is subject to the users or hirers accepting responsibility for any damage to the building or fixtures and for reimbursing the Council for any such damage or breakage. All users shall leave the premises and surrounds in a clean and tidy condition. The Council reserves the right to make an extra charge if there is any excessive cleaning required after a function and the caretaker is authorised to take photographs as evidence if excessive cleaning is required following a booking. Hirers are asked to bring tea towels.

### **14. Use of Illegal Substances**

No illegal substances to be taken or smoked on the premises.

### **15. Cancellation Policy**

Notice of cancellation must be received in writing no less than 5 clear working days before the date on the booking form, or you may be charged at the full rate.

### **16. Hours of Opening for Haverfordwest Town Council office**

Please note when contacting the Town Clerk that the office of Haverfordwest Town Council is open from 9.30am to 1pm Monday to Friday.

## **PICTON COMMUNITY CENTRE EQUAL OPPORTUNITIES POLICY**

### **1 AIM**

- 1.1 The aim of this policy is to ensure that: all individuals or groups are treated equally and fairly in service delivery and in the employment of the Haverfordwest Town Council regardless of sex, sexual orientation, marital status, age, creed, colour, race, ethnic origin, nationality or disability.

### **2 INTRODUCTION**

- 2.1 In order to achieve the above aims the Haverfordwest Town Council is working towards equality of opportunity for all people in every aspect of activity carried out by the Centre. As well as complying with the law, the Centre will take into account the guidance and good practice recommended by the Commission for Racial Equality and the Equal Opportunities Commission.
- 2.2 Haverfordwest Town Council is committed to the promotion of equality of opportunity as an employer and as a provider of services.
- 2.3 Set out in the following sections is Haverfordwest Town Council's methods of:
- identification of responsibilities and expectations
  - implementation of the policy
  - monitoring implementation of the policy
- 2.4 Haverfordwest Town Council will regularly monitor, review and publish its Equal Opportunities Policy and ensure that it continues to meet the Council corporate objectives, legislation, guidance and good practice.

### **3 RESPONSIBILITIES AND EXPECTATIONS**

- 3.1 It is the responsibility of staff and users of the facility to understand and follow the guidance set out in this policy. Everyone is expected at all times to work towards:-
- equal access to service delivery for the Picton Community Centre customers;
  - equal treatment of all the Picton Community Centre users.
- 3.2 Haverfordwest Town Council is opposed to all forms of harassment and will give positive support and assistance to victims of racial and/or other harassment.
- 3.3 Haverfordwest Town Council will take seriously any allegations of discrimination or harassment made against staff and investigate them in a thorough and timely manner in accordance with the disciplinary procedure.
- 3.4 Haverfordwest Town Council will also take seriously any allegations of discrimination or harassment made against customers. All claims of harassment will be investigated in a thorough and timely manner, involving other agencies as necessary.

### **4 IMPLEMENTING THE POLICY**

- 4.1 To ensure the effective implementation of this policy, Haverfordwest Town Council will:-
- ensure that staff receive Equal Opportunities training;
  - achieve, maintain and review the objectives for supporting the recruitment and retention of people with disabilities and people from black and minority ethnic communities to the workforce

## **5 MONITORING IMPLEMENTATION**

5.1 To ensure the effectiveness of this policy, Haverfordwest Town Council will:-

- monitor the composition of nuisance / harassment complaints;;
- monitor equal opportunities in recruitment and the composition of the workforce and staff leaving the organisation;
- monitor the composition of the members of the Council;
- monitor the equal opportunities practices of our contractors and suppliers.

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