

PICTON CENTRE LETTINGS AGREEMENT

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

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

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.

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.

Applying to use the centre

- a) Application for use of the Centre shall be made to the Town Clerk's Office with purpose of usage of facilities clearly specified.
- b) Bookings will only be confirmed upon receipt of a fully completed Booking Form and payment in full must be made prior to the date of event.
- c) Any amendments to the booking shall be received in writing at the Town Clerk's Office.
- d) The right to refuse any application for the use of the Centre facilities is reserved to the Town Clerk. The Town Clerk shall reports their action to the Management, Estates and Strategy Committee where appropriate.
- e) 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.
- f) The Town Council shall normally have priority use of the facilities. Arrangements to hire facilities made with outside bodies will be honoured except as provided for in (d) above or unless reasonable notice is given by the Town Council.
- g) 'Best quality' crockery and cutlery are available to hire. Contact the Town Council office for more information.

Insurance

- a) Details of the public liability insurance cover provided by Haverfordwest Town Council are available for viewing in the Centre foyer notice board.
- b) Our public liability is **not** extended to commercial hirers who are expected to provide their own insurance. All users of the hall shall have their own insurance in place for any goods they sell.
- c) The Hirer is responsible for ensuring that third parties have the appropriate public liability insurance in place. The Hirer must ensure the Centre remains safe for public use throughout the period of their booking.
- d) The Hirer is responsible for ensuring that any catering company or operator hired to bring equipment such as bouncy castles onto the premises has the relevant and appropriate insurance, which shall include public liability insurance.

Hours of opening

- a) Facilities at the Centre are normally available for use between the hours of 08.30hrs and 23.00hrs Monday to Saturday and 22.00 hrs on Sundays. In exceptional cases these hours may be extended on written application to the Town Clerk.
- b) Hirers shall not arrive prior to their Start Time. Hirers will allow sufficient time within their booking to set up and clear away.

- c) The premises will be fully vacated by the Finish Time stated on the booking form. The Centre caretakers have the authority to request vacation should the Finish Time be exceeded and in the event of emergencies.
- d) The Picton Centre shall not to be left unattended. Should the Hirer wish to vacate the premises earlier than the time stated on the booking form, the Hirer shall be responsible for ensuring the duty caretaker is on site before the Hirer leaves the premises.

Maximum Capacity

The Centre is available to hire as a whole suite, or when the partition wall is in place, as a separate hall and lounge.

Due to updated fire regulations, the following maximum capacities apply:

- a) The whole suite: 100 seated. The maximum of tables available for use is 20 and the maximum number of chairs available for use is 100 depending on layout.
- b) The hall has a maximum capacity of 60 seated. The maximum of tables available for use is 12 and the maximum number of chairs available for use is 60 depending on layout.
- c) The lounge has a maximum capacity of 20 seated. The maximum of tables available for use is 8 and the maximum number of chairs available for use is 20 depending on layout.

The hirer shall be responsible to ensure these numbers are not exceeded, unless a request is made in writing to the Town Clerk, and their express permission is returned in writing.

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 insurances relating to it and its contents. In particular:

- a) Obstructions shall not be placed in the gangways or exits, nor in front of the emergency exits which must be immediately available for egress
- b) The emergency lighting supply shall 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 and reported to the duty caretaker.
- i) All electrical equipment brought onto the premises shall comply with the current Electricity at Work Regulations, and will show proof of up-to-date PAT testing
- j) All wiring in the Picton Centre is set up for domestic use only, NO COMMERCIAL OR INDUSTRIAL ELECTRICAL EQUIPMENT IS TO BE USED IN THE PICTON CENTRE
- k) Authorised staff should be allowed access to inspect the property at any time to ensure that all regulations are complied with
- l) The partition wall shall not be moved by users or hirers due to health and safety reasons. If the partition wall is required, all requests shall be made in writing to the Town Clerk's Office.

Supervision

- a) 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.
- b) 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.
- c) Hirers shall ensure all children are appropriately supervised by a responsible adult whilst attending the Centre. Please note the Centre caretakers have full access to the Centre at all times and do not hold DBS Certifications.

Intoxicating Liquor

- a) 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.
- b) If you intend to sell alcohol at an event you will require a Temporary Events Notice (T.E.N.) at least 10 clear working days before the event and is obtainable 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 a small number of occasions in each calendar year. (Jan – Dec). A valid T.E.N. must be presented to the Town Clerk prior to the event.

Storage

The permission of the Town Clerk shall be obtained to allow storage of goods and equipment brought to the centre before a particular event. Any unauthorised storage of goods or equipment will be charged for, in line with our standard Centre charging policy, based on the number of hours the items are left.

Loss of Property

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

Car Parking

Cars shall not be parked so as to cause an obstruction at the entrance to or exit from the Centre. Cars shall only be parked within the clearly defined parking spaces. Cars shall not be parked in the spaces reserved for TC or HTC VAN. Cars shall not be double parked. **Parking is not permitted on the tarmacked pavement or paving slabs outside the Centre.** Due to very 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.

Nuisance

- a) Litter shall not be left in or about the Centre premises and the appropriate bins shall be used for litter and waste disposal. **Bins are not emptied daily, therefore nappies and food shall not be disposed of in the Picton Centre bins, with responsibility to remove from the Centre resting with the Hirer.**
- 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.
- c) Bookings which may involve a higher than normal level of noise or disturbance will be required to hire the whole suite. The decision of the Town Clerk on the hire of the Centre is final.
- d) Abusive behaviour towards Haverfordwest Town Council staff will not be tolerated and will result in immediate cancellation of the booking without refund.

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 photograph as evidence if excessive cleaning is required following a booking. Hirers are asked to bring tea towels.

Use of Illegal Substances

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

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 will be charged at the full rate.

PICTON 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.

JANUARY 2020