



SOUTHWATER PARISH COUNCIL

Beeson House, 26 Lintot Square,
Fairbank Road, Southwater,
West Sussex RH13 9LA

19th November 2019

updated version

Dear Hirer of Southwater Leisure Centre

I am writing with reference to your original Hall Hire Agreement with Southwater Parish Council in regards to your use of Southwater Leisure centre and with respect to the imminent changes at Southwater Leisure Centre. This letter is an amendment to your original agreement and the new terms and conditions will take immediate effect from the date of this hire amendment letter.

Southwater Parish Council are making the following amendments to the contract and Agreement:

- 1. There will be no members of staff available in the building to assist with the hire.**
- 2. All hirers will be solely responsible for their own setup and clear away ensuring all areas that have been used are left clean and tidy for the next client.** Cleaning equipment, mop and bucket, broom, dust pan and brush can be found in the main storage room for your use. You will be responsible for providing any cleaning fluids etc, which will need to be either locked in your assigned cupboard for your use or brought with you and taken away with you at the end of your hire. **DO NOT** leave any cleaning fluid etc out in any areas of the building.
- 3. Hirers will be expected to safely return any equipment to its stored area and ensure it is stored neatly and safely. NO equipment to be left out after your hire has finished.**
- 4. Setup, clear away, returning equipment to stored areas is to be included in hired time slot for example if your hired activity is usually 2 hours, you will need to allow additional time for set up and clear away, therefore your hire time will need to be re-booked and include the additional time required. The additional time will be charged in accordance with the usual hire rates.**
- 5. Failure to clear away and clean up area after use will result in a charge of £50.00 + VAT.**
- 6. Hirers will be responsible for doing their own washing up and drying up, supply of washing up liquid and tea towels if using kitchen, and putting all items away.**
- 7. The only rooms/halls of the building accessible are the rooms that form part of your hire i.e. Main Hall, Lardner Hall, Café, Treatment Room or Meeting Room. If you require the use of another room separate to your hired room this would need to be pre-booked and paid for accordingly. For example, if you usually hire the Lardner you will only have access to the Lardner. If parents, carers, etc accompany your members, they will no longer be able to use the Café area to wait unless you have hired that area as well for their use.** Communal areas will be accessible to all hirers.
- 8. IMPORTANT - Hirers are expected to ensure access to the building is only granted to authorised users/members and all visitors with the hirers permission, of their respective hire.**
- 9. All issued (and any additional) access cards require a £25.00 deposit and will be added to your next invoice.**

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Telephone No. 01403 733202 Email: Clerk@Southwater-pc.gov.uk

10. Hirers are responsible for their issued card (cards) and codes. Any lost or damaged cards will result in a hirer's card deposit not being refunded. It will be the decision of the Parish Council to decide to waive the £25 additional fee, if they decide the card no longer works due to wear and tear.
11. Each replacement/additional card will be charged at £25.00 and added to your next invoice.
12. Hirers will be responsible for one of their group/members having their own mobile phone with them at ALL TIMES to enable them to make calls for their own use to make phone calls in respect of their activity or contacting emergency numbers or any emergency situation. PLEASE MAKE PROVISION FOR THIS. There is NO public phone facility in Southwater Leisure Centre building.
13. Hirers will be responsible for their own group Health and Safety. Any accidents or injuries must be reported to the Council using the accident report form attached to this hire agreement amendment. Should this be a serious incident e.g. broken bones. Please refer to HSE Website for further guidance and RIDDOR Reporting. (The Reporting of Injuries, Disease and Dangerous Occurrences Regulations 2013)
14. All Hirers will need to supply their own first aid equipment for their activities.
15. Hirers will be responsible for evacuating their hired area and ensuring all of their respective members and all/any visitors are evacuated from the building and are gathered at the assembly point in the Overflow Carpark situated at the back of Beeson House.
16. Hirers will be responsible for contacting the Police/Fire/Ambulance in the event of an emergency by phoning 999 or 112. For example, you will need to call emergency services to request an ambulance for a person in your hire requiring medical attention.
17. Hirers will need to carry out new risk assessments with regard to the changes to their own activities/set up and clear away and submit these to the Council within two weeks of the date of this letter in order to continue using the facility within Health and Safety guidelines which Southwater Parish Council has to comply with. Failure to do so will result in the hire being cancelled with immediate effect.
18. Hirers acknowledge the potential risks associated with use of the building and carrying out their respective activities within it and assume full responsibility of such risks.
19. Hirers and their respective members/users acknowledge and agree to assume responsibility for any personal injuries and/or temporary or permanent disability or death and/or property loss/damage sustained by themselves or their respective members/users/all visitors while on the Council's premises or while using the Council's facilities, amenities, services or while participating in any of the activities of your respective hire.
20. The fabric of the building remains the responsibility of the Parish Council.
21. Hirers must have public liability insurance. The Council recommends £10 million public liability insurance but please seek your insurer's advice for the amount required in accordance with your activity.
22. The Council will be carrying out random spot checks and any hirers found to be using rooms without pre-booking or overstaying their hired slot by more than 15-minutes may be charged £100.00 plus an hour or part thereof at the standard rate of the room hire and VAT.
23. All Hirers are responsible for providing updated contact details to the Parish Office and to re-submit contact details when any changes occur immediately. The Parish Council cannot be accountable if you have not received any updates or latest information if you have not supplied your current contact details.

Further information to note:

1. There will be no members of staff available in the building for assistance of setups/clearing away.
2. There will no longer be refreshments or confectionery being sold in the café area until redevelopment has completed and this area will not be available as a waiting area unless booked.
3. There will be a caretaker to open, close and alarm/un-alarm the building and open/close Leisure Centre car parks.
4. There will be a key card and 6-digit code access control entry system.
 - a. Access will only be granted to the building during the booked time slot with a 15minute grace period prior to and after the booking.
 - b. The Council expects room and building to be vacated immediately after hired slot.
 - c. Key cards and codes will be issued over the next two weeks.
5. The fire alarm and intruder alarms are linked to the emergency services, Police and Fire but in the event of a fire please still contact emergency services.
6. **The emergency contact numbers to note (subject to change but you will be informed as and when and changes occur):**
 - a. **Paul Knott, Caretaker: 07984 734571**
 - b. **Parish Council Offices (Mon to Fri, 08:30 to 16:00): 01403 733202**
 - c. **Chairman of the Parish Council: 07753799078**
 - d. **Vice Chairman of the Parish Council: 07779 134741**
7. **THERE WILL BE NO TELEPHONE ON SITE.**
8. Any issues to be reported to the Council by email to clerk@southwater-pc.gov.uk or phone on 01403 733202.

To continue using the Southwater Leisure Centre’s facilities Southwater Parish Council requires your agreement to the amendments by signed and dated immediate return of this letter and the submission of updated risk assessments. All amendments now form part of the contractual basis of hire and will continue until the end of the Hall Hire Agreement.

Yours sincerely,

Dawn Spouge
Clerk to the Council

The Hirer confirms that they have read and understand the amendments to the Hall Hire Agreement and acknowledges and agrees to its terms and signs it freely and voluntarily.

Representative of HIRER Position.....

Signature

Date