

Hiring Agreement

DATED	Friday, 10 July 2020	PARTIES	Langham Community Centre ⁽¹⁾ Hirer:(2)
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- (1) The Langham Community Centre named in clause 2.2 acting by its management committee.
 (2) The person or organisation named in clause 2.3.

1. Throughout this Agreement:

- the Langham Community Centre named in clause 2.2 is referred to as “we”; “our” is to be construed accordingly and “we” and “us” mean and include the Langham Community Centre’s charity trustees, employees, volunteers, agents and invitees.
- the person or organisation named in clause 2.3 is referred to as “you”; and “your” is to be construed accordingly; “you” also includes the members of your management committee (if appropriate), your employees, volunteers, agents and invitees.
- where you must seek our consent, tell us about something or give us something, you must speak to and seek consent from the Commercial and Marketing Manager or, if the Commercial and Marketing Manager is not available, any of our charity trustees.

2. In consideration of the hire fee described in clause 2.4, we agree to permit you to use the premises described in clause 2.5 for the purpose described in clause 2.6 for the period(s) described in clause 2.1. The details inserted in sub-clauses 2.1 to 2.6 below and the answers to the questions in sub-clauses 2.7 to 2.11 are terms of this Agreement. This Agreement includes the annexed Standard Conditions of Hire and the Special Conditions of Hire (if any) set out in the attached Schedule.

2.1. Dates(s) required:

Day(s)		Month(s)	
Time required		Preparation from/vacate by	

2.2. Langham Community Centre

- | | |
|-------------------------------|--|
| i) Registered Charity No | 268187 |
| ii) Authorised Representative | Sue Armstrong, Commercial and Marketing Manager |
| iii) Address | Langham Community Centre, School Road, Langham, Colchester CO4 5PA |
| iv) Telephone Numbers & Email | 01206 271127 / 07741 284132 / langhamcc@gmail.com |

2.3. Hirer

(a) Name	
(b) Organisation	
(c) Name of Organisation’s Authorised Representative	
Address	
Contact Landline Number
Mobile Number
Contact Email

Hiring Agreement

2.4. Hire fee and deposits

Total room hire fee	£0.00	
Hire Deposit	£0.00	← Payable now
Security Deposit	£100.00	
Final Hire Balance	£100.00	← Payable 28 days before your hire

You must pay as deposit at least one third of the cost of the booking. The balance of the booking fee is payable on or before 28 days before the event for which the premises are hired (the deposit having been paid on the signing hereof). To pay by bank transfer, please use: **Langham Community Council, Sort Code: 20-22-67, Account No 53053849**

The security deposit will be refunded within 28 days of the termination of the period of hire provided that no damage or loss has been caused to the premises and/or contents nor complaints made to the Langham Community Centre about noise or other disturbance during the period of the hiring as a result of the hiring.

Commercial Use? Yes/No

2.5. Premises

Please note that the toilets and kitchen are shared resources.

		Please tick if required	✓	£
Main hall	<input type="checkbox"/>	Screen (£10)	<input type="checkbox"/>	<input type="checkbox"/>
Club Room	<input type="checkbox"/>	Display board (£10)	<input type="checkbox"/>	<input type="checkbox"/>
Committee Room	<input type="checkbox"/>	PA microphone & speaker (£30)	<input type="checkbox"/>	<input type="checkbox"/>
All Downstairs	<input type="checkbox"/>	Stage lighting (£30)	<input type="checkbox"/>	<input type="checkbox"/>
Whole Building	<input type="checkbox"/>	Electric hook-up <small>(caravans etc.)</small> at cost	<input type="checkbox"/>	<input type="checkbox"/>
Showers/changing rooms	<input type="checkbox"/>	Outside water tap	<input type="checkbox"/>	<input type="checkbox"/>
Regular hirer's cupboard hire	<input type="checkbox"/>	Request additional parking (£30)	<input type="checkbox"/>	<input type="checkbox"/>
Total (£) resources				<input style="width: 50px;" type="text"/>

2.6. Purpose/description of hiring

- 2.7. Will tickets be sold for your event? Yes/No
- 2.8. Is food to be provided at the event? Yes/No
- 2.9. Is alcohol to be provided at the event? Yes/No
- 2.10. Will there be exhibition of a film? Yes/No
- 2.11. Will live music be performed or recorded music played? Yes/No

3. You agree not to exceed the maximum permitted number of people per room including the organisers/performers.

4.	Maximum numbers
Main Hall	90
Club room	30
Committee room	21

Hiring Agreement

5. Licences

- 5.1. The Langham Community Centre has a licence with the Performing Right Society (PRS) for the performance of copyright music.
 - 5.2. The Langham Community Centre has a licence with the Phonographic Performance Licence (PPL).
 - 5.3. We have a Premises Licence authorising entertainment and the sale of alcohol. You hereby acknowledge receipt of a copy of the conditions of the Premises Licence for the premises (see page 10), in accordance with which the hiring must be undertaken, and agree to apply with all obligations therein. If we believe that a Temporary Event Notice (TEN) would be in our best interests for this hiring, we can require you to give notice of a TEN.
6. You agree with us to be present (by your authorised representative, if appropriate) during the hiring and to comply fully with this Agreement.
 7. We and you hereby agree that the Standard Conditions of Hire (see below), together with any additional conditions imposed under the Premises Licence or that we deem necessary form part of the terms of this Agreement unless we and you agree in writing.
 8. None of the provisions of this Agreement is intended to or will operate to confer any benefit pursuant to the Contracts (Rights of Third Parties) Act 1999 on a person who is not named as a party to this Agreement.
 9. You confirm understanding of opening and closing procedures, fire prevention and exits, and operational procedures, as detailed in **Appendix 3 LCC use and instructions**. Please see http://www.langhamcommunitycentre.org.uk/hire_terms/ for the latest version, which is also pinned on the noticeboard in the main entrance.

As Witness the hands of the parties hereto:

Signed by the person named at 1.2(b) above, duly authorised, on behalf of the Langham Community Centre’s Management Committee.



Signed by the person named at 2.3(a) above or at 2.3(c) above, duly authorised, on behalf of the organisation named at 2.3(b) above, where applicable.

Signature	Date:
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Please note that signatures do not need to be witnessed

GENERAL DATA PROTECTION REGULATION: You understand that the Langham Community Centre will use any of the information you have provided to us for the following purposes: administration of your hire and providing you with information on other services we offer. We do not share your information. We may contact you by telephone or e-mail with details of your hire, products and services that may be of interest to you. If you do not want to be contacted by Langham Community Centre please write to The Data Protection Officer at Langham Community Centre, School Road, Langham, Colchester, CO4 5PA or email info@langhamcommunitycentre.org.uk.

Standard Conditions of Hire

If you are in any doubt as to the meaning of any of the Conditions, you must seek clarification from us without delay.

1. Age

You, not being a person under 18 years of age, hereby accept responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all Standard Conditions under this Agreement relating to management and supervision of the premises are met.

2. Supervision

During the period of the hiring, you are responsible for:

- (i) supervision of the premises, the fabric and the contents;
- (ii) care of the premises, safety from damage however slight or change of any sort; and
- (iii) the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway.

As directed by us, you must make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

3. Use of premises

You must not use the premises (including the car park) for any purpose other than that described in the Agreement and must not sub-hire or use the premises or allow the premises to be used for any unlawful or unsuitable purpose or in any unlawful way nor do anything or bring on to the premises anything which might endanger the premises or render invalid any insurance policies covering the premises nor allow the consumption of alcohol without our written permission.

4. Insurance and indemnity

- (i) You are liable for:
 - (a) the cost of repair of any damage (including accidental and malicious damage) done to any part of the premises including its curtilage or its contents
 - (b) the cost of repair of any damage (including accidental and malicious damage) done to our Wi-Fi service
 - (c) all claims, losses, damages and costs made against or incurred by us, our employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of your use of the premises (including the storage of equipment) and your use of our Wi-Fi service, and
 - (d) all claims, losses, damages and costs made against or incurred by us as a result of any nuisance caused to a third party as a result of your use of the premises and/or the use of our Wi-Fi service, and subject to sub-clause (ii), you must indemnify us against such liabilities.
- (ii) We will take out adequate insurance to insure the liabilities described in sub-clauses (i)(a) and (b) above and may, in our discretion and in the case of non-commercial hirers, insure the liabilities described in sub-clauses (i)(c) and (d) above. We will claim on our insurance for any liability you incur but you must indemnify us against:
 - (a) any insurance excess incurred and
 - (b) the difference between the amount of the liability and the monies we receive under the insurance policy.
- (iii) Where we do not insure the liabilities described in sub-clauses (i)(c) and (d) above, you must take out adequate insurance to insure such liability and on demand must produce the policy and current receipt or other evidence of cover to our Commercial and Marketing Manager. If you fail to produce such policy and evidence of cover, we will cancel this Agreement and re-hire the premises to another hirer.

We are insured against any claims arising out of our own negligence.

5. Gaming, betting and lotteries

You must ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

6. Music Copyright licensing

You must ensure that we hold relevant licences under Performing Right Society (PRS) and the Phonographic Performance Licence (PPL) or, where appropriate, you must hold such licence(s).

7. Music

You must have our written permission for performance of live music and the playing of recorded music under the Deregulation Act 2015. This Agreement confers that permission.

8. Film

You must restrict children from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. You must ensure that you have the appropriate copyright licences for film. This Agreement confers the required permission on you. (The Deregulation Act 2015 requires you to have our written permission to show a film).

Standard Conditions of Hire

9. Safeguarding children, young people and vulnerable adults

You must ensure that any activities for children, young people and other vulnerable adults are only provided by fit and proper persons in accordance with the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS).

10. Public safety compliance

You must comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, and our fire risk assessment or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children. You must also comply with our health and safety policy.

You must call the Fire Service to any outbreak of fire, however slight, and give details to our Commercial and Marketing Manager.

(i) You acknowledge that you have received instruction in the following matters:

- The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the hall.
- The location and use of fire equipment. (Include diagram of location when handing over keys.)
- Escape routes and the need to keep them clear.
- Method of operation of escape door fastenings.
- Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.
- Location of the first aid box.

(ii) In advance of any activity whether regulated entertainment or not you must check the following items:

- That all fire exits are unlocked and panic bolts are in good working order.
- That all escape routes are free of obstruction and can be safely used for instant free public exit.
- That any fire doors are not wedged open.
- That exit signs are illuminated.
- That there are no fire-hazards on the premises.
- That emergency lighting supply illuminating all exit signs and routes are turned on during the whole of the time the premises are occupied (if not operated by an automatic mains failure switching device).

11. Noise

You must ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. You must, if using sound amplification equipment, make use of any noise limitation device provided at the premises and comply with any other licensing condition for the premises.

12. Drunk and disorderly behaviour and supply of illegal drugs

You must ensure that in order to avoid disturbing neighbours of the hall and avoid violent or criminal behaviour:

- no one attending the event consumes excessive amounts of alcohol
- no illegal drugs are brought onto the premises.

Drunk and disorderly behaviour is not permitted either on the premises or in its immediate vicinity. The Hirer shall implement the *Challenge 25* process requiring proof of age for those looking under 25, and alcohol shall not be served to any person suspected of being drunk. We will ask any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way to leave the premises in accordance with the Licensing Act 2003.

13. Food, health and hygiene

You must, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. The premises are provided with a refrigerator and thermometer.

14. Electrical appliance safety

You must ensure that any electrical appliances brought by you to the premises and used there are safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Where a residual circuit breaker is provided you must make use of it in the interests of public safety.

15. Indoor pyrotechnics

No bubble machines, fog machines, indoor fireworks, candles or similar are to be used within the Langham Community Centre. All helium filled balloons that are used within the Langham Community Centre must be removed at the end of the hiring period or the hirer will be charged for their removal. If left, they set off the alarm.

16. Sports and games

The premises may be hired for sport and games by responsible organisations or individuals who arrange their own insurance. A responsible person shall be in attendance at all times. The premises shall be checked for potential hazards that could lead to accidents. All equipment shall be stored away safely when not in use. Non-marking soles to be worn.

Standard Conditions of Hire

17. Stored equipment

We accept no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring or we will charge fees each day or part of a day at the hire fee per hiring until the same is removed.

We may, in our discretion, dispose of any items referred to below by sale or otherwise on such terms and conditions as we think fit, and charge you any costs we incur in storing and selling or otherwise disposing of the same, in any of the following circumstances:

- (i) your failure either to pay any charges in respect of stored equipment due and payable or to remove the same within seven days after the agreed storage period has ended
- (ii) your failure to dispose of any property brought on to the premises for the purposes of the hiring.

18. Smoking

You must comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. We will ask any person who breaches this provision to leave the premises. You must ensure that anyone wishing to smoke does so outside and disposes of cigarette ends, matches etc. in a tidy and responsible manner, so as not to cause a fire.

19. Accidents and dangerous occurrences

You must report to us as soon as possible any failure of our equipment or equipment brought in by you. You must report all accidents involving injury to the public to us as soon as possible and complete our accident book stored in the middle kitchen drawer. Please retain the top sheet of the form for yourself. You must report certain types of accident or injury on a special form to the Incident Contact Centre. Our Commercial and Marketing Manager will give assistance in completing this form and can provide contact details of the Incident Contact Centre. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Further information is available on their website

<http://www.hse.gov.uk/riddor>.

20. Explosives and flammable substances

You must ensure that:

- (i) Highly flammable substances are not brought into, or used in any part of the premises.
- (ii) No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) are erected without our consent.
- (iii) No decorations are to be put up near light fittings or heaters.

21. Heating

You must ensure that no unauthorised heating appliances are used on the premises when open to the public without our consent. You must not use portable liquefied propane gas (LPG) heating appliances.

22. Animals

You must ensure that Guide dogs, Hearing dogs and assistance dog owners are allowed on the premises.

23. Fly posting

You must not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises, and must indemnify and keep indemnified us accordingly against all actions, claims and proceedings arising from any breach of this Condition. If you fail to observe this Condition you may be prosecuted by the local authority. Nothing shall be attached to the plaster walls in any of the rooms. Special rails have been fixed to the wall which can be used for this purpose.

24. Sale of goods

You must, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, you must ensure that the total prices of all goods and services are prominently displayed, as must be the organiser's name and address and that any discounts offered are based only on Manufacturers' Recommended Retail Prices.

25. Wi-Fi Services

When using the Wi-Fi service you agree at all times to be bound by the following provisions:

- (i) not to use the Wi-Fi service for any for the following purposes:
 - (a) disseminating any unlawful, harassing, libellous, abusive, threatening, harmful, vulgar, obscene or otherwise objectionable material or otherwise breaching any laws;
 - (b) transmitting material that constitutes a criminal offence or encourages conduct that constitutes a criminal offence, results in civil liability or otherwise breaches any applicable laws, regulations or code of practice;
 - (c) interfering with any other persons use or enjoyment of the Wi-Fi service; or
 - (d) making, transmitting or storing electronic copies of material protected by copyright without permission of the owner;
- (ii) to keep any username, password, or any other information which forms part of the Wi-Fi service security procedure confidential and not to disclose it to any third party.

Standard Conditions of Hire

26. Termination of the Wi-Fi service

We have the right to suspend or terminate our Wi-Fi service immediately in the event that there is any breach of any of the provisions of these Standard Conditions including without limitation:

- (i) if you use any equipment which is defective or illegal;
- (ii) if you cause any technical or other problems to our Wi-Fi service;
- (iii) if, in our opinion, you are involved in fraudulent or unauthorised use of our Wi-Fi service;
- (iv) if you resell access to our Wi-Fi service; or
- (v) if you use our Wi-Fi service in contravention of the terms of these Standard Conditions.

27. Availability of Wi-Fi Services

- (i) Although we aim to offer the best Wi-Fi service possible, we make no promise that the Wi-Fi service will meet your requirements. We cannot guarantee that our Wi-Fi service will be fault-free or accessible at all times.
- (ii) It is your responsibility to ensure that any Wi-Fi enabled device used by you is compatible with our Wi-Fi service and is switched on. The availability and performance of our Wi-Fi service is subject to all memory, storage and any other limitations in your device. Our Wi-Fi service is only available to your device when it is within the operating range of the main hall.
- (iii) We are not responsible for data, messages, or pages that you may lose or that become misdirected because of the interruptions or performance issues with our Wi-Fi service or wireless communications networks generally. We may impose usage, or service limits, suspend service, or block certain kinds of usage in our sole discretion, to protect other users of our Wi-Fi service. Network speed is no indication of the speed at which your Wi-Fi enabled device or our Wi-Fi service sends or receives data. Actual network speed will vary based on configuration, compression and network congestion.

28. Privacy and Data Protection

- (i) We may collect and store personal data through your use of our Wi-Fi service.
- (ii) We may process all information about you which is provided in relation to our Wi-Fi service in accordance with your legal rights under the Data Protection 1998 and solely for the purposes of offering the Wi-Fi service.
- (iii) By using our Wi-Fi service, you agree to the terms of this clause 28. If you would like more information or object to anything in these conditions, you should speak to the Commercial and Marketing Manager:

When using the Wi-Fi service the Hirer agrees at all times to be bound by the following provisions:

- (a) not to use the Wi-Fi service for any for the following purposes:
 - (i) disseminating any unlawful, harassing, libellous, abusive, threatening, harmful, vulgar, obscene or otherwise objectionable material or otherwise breaching any laws;
 - (ii) transmitting material that constitutes a criminal offence or encourages conduct that constitutes a criminal offence, results in civil liability or otherwise breaches any applicable laws, regulations or code of practice;
 - (iii) interfering with any other persons use or enjoyment of the Wi-Fi service; and
 - (iv) making, transmitting or storing electronic copies of material protected by copyright without permission of the owner
- (b) to keep any username, password, or any other information which forms part of the Wi-Fi service security procedure confidential and not to disclose it to any third party.

29. Cancellation

If you wish to cancel the booking more than 4 weeks before the date of the event and we are unable to conclude a replacement booking, the deposit paid is non-refundable. If the hirer wishes to cancel the booking between 2–4 weeks before the date of the event, 50% of the full payment will be due; and within 2 weeks of the event, full payment will be due. We may, in our complete discretion, return the deposit or require payment of the hire fee.

We reserve the right to cancel this Agreement by giving you written notice in the event of:

- (i) the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election;
- (ii) our reasonably considering that (a) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (b) unlawful or unsuitable activities will take place at the premises as a result of this hiring;
- (iii) the premises becoming unfit for your intended use;
- (iv) an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

In any such case you will be entitled to a refund of any deposit already paid, but we will not be liable to you for any resulting direct or indirect loss or damages whatsoever.

Standard Conditions of Hire

30. End of hire

You are responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise we may make an additional charge. If you are the last person to leave the centre at night, please ensure that the barrier to the car park is closed and padlocked. Please ensure NO rubbish, unless green sacks have been arranged, is left at the Langham Community Centre.

31. No alterations

You must not make any alterations or additions to the premises nor install or attach any fixtures or placards, decorations or other articles in any way to any part of the premises without our prior written approval. In our discretion, any alteration, fixture or fitting or attachment which we have approved may remain in the premises at the end of the hiring. Such items will become our property unless you remove them and you must make good to our satisfaction any damage you cause to the premises by such removal.

32. No rights

This Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on you.

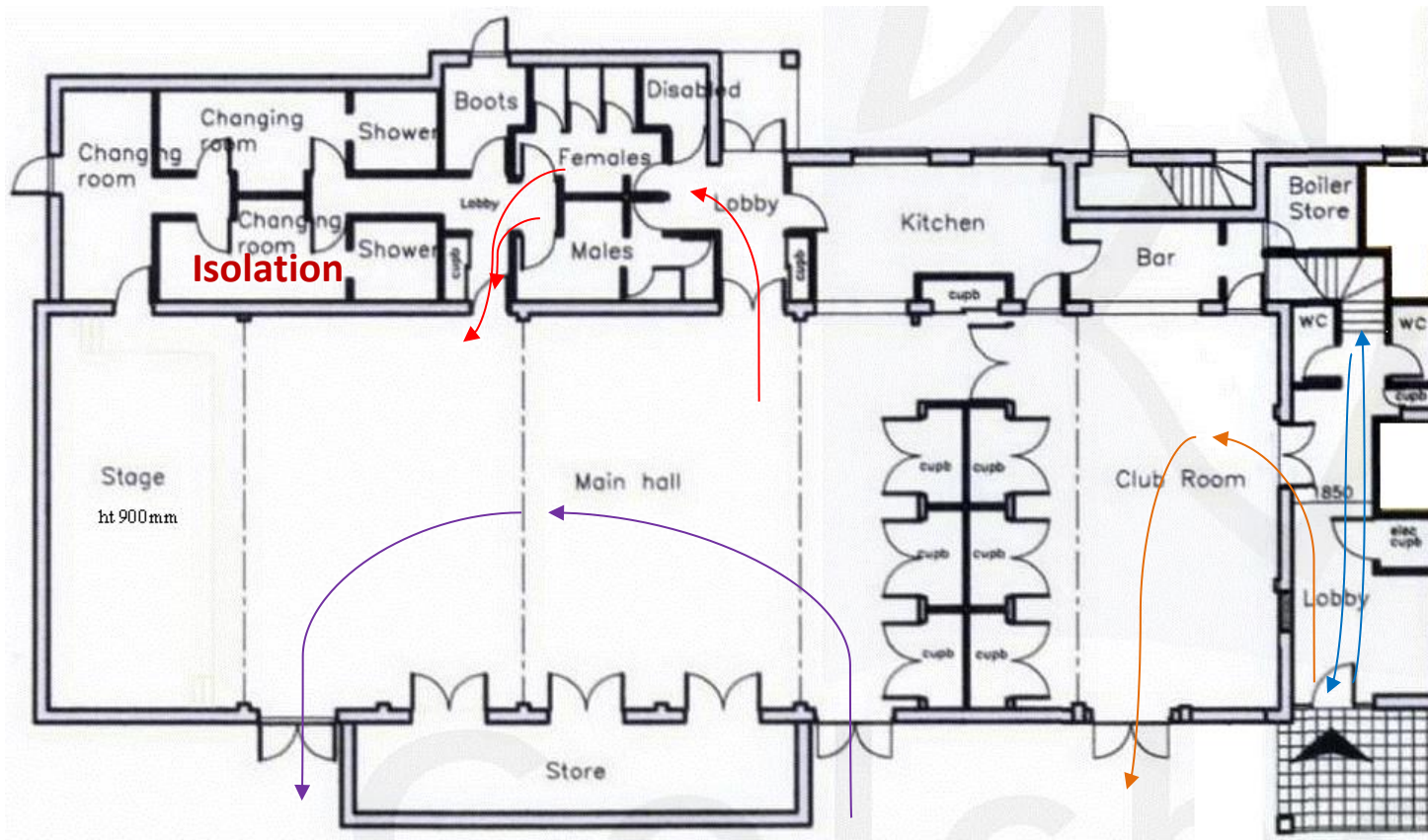
Special Conditions of Hire–Covid-19

- SC1.** You, the hirer, will be responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the hall, as shown on page 15, which is also displayed at the hall entrance, in particular using the hand sanitiser supplied when entering the hall and after using tissues.
- SC2.** You undertake to comply with the actions identified in the hall's risk assessment, of which you have been provided with a copy.
- SC3.** The hall will be cleaned before you arrive and you will be responsible for cleaning all regularly used surfaces during your period of hire (including tables, wash hand basins, door handles) using either the products supplied or your own ordinary domestic products.
- Please take care cleaning electrical equipment. Use cloths - do not spray!
- SC4.** You will make sure that everyone likely to attend your activity or event understands that they **MUST NOT DO SO** if they or anyone in their household has had COVID-19 symptoms in the last 7 days, and that if they develop symptoms within 7 days of visiting the premises they **MUST** use the **Test, Track and Trace** system to alert others with whom they have been in contact.
- SC5.** You will keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient. You will be responsible for ensuring the kitchen windows are all securely closed on leaving. The roof, Velux windows are automatic and do not need to be closed by you.
- SC6.** You will ensure that no more than 90 people in the hall, 30 in the Club room, 21 in the Committee room and 2 in the kitchen attend your activity/event, in order that social distancing can be maintained. You will ensure that everyone attending maintains social distancing while waiting to enter the premises, observes the one-way system within the premises, and as far as possible when using more confined areas e.g. moving and stowing equipment, which should be kept as brief as possible. You will make sure that no more than two people use each suite of toilets at one time.
- SC7.** You will take particular care to ensure that social distancing is maintained for any persons aged 70 or over or likely to be clinically more vulnerable to COVID-19, including for example keeping a 2m distance around them when going in and out of rooms and ensuring they can access the toilets, kitchen or other confined areas without others being present. For some people, passing another person in a confined space is less risky, but for older people that should be avoided.
- SC8.** You will position furniture or the arrangement of the room as far as possible to facilitate people seating side by side, with at least one empty chair between each person, rather than face to face. If tables are being used, you will place them so as to maintain a distance of at least 2 metres across the table between people who are face to face e.g. using a wide U-shape.
- SC9.** You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bags provided before you leave the hall.
- SC10.** You will be responsible, if drinks or food are made, for ensuring that all crockery and cutlery is washed in hot soapy water, dried and stowed away. You will bring your own clean tea towels, to reduce the risk of contamination between hirers, and take them away. We will provide washing up liquid and washing up cloths. You may use the dishwasher on the quick wash (at 45°C). Please wash your hands and then unload the dishwasher before leaving.
- SC11.** We will have the right to close the hall if there are safety concerns relating to COVID-19, for example, if someone who has attended the hall develops symptoms and thorough cleansing is required or if it is reported that the Special Hiring Conditions above are not being complied with, whether by you or by other hirers, or in the event that public buildings are asked or required to close again. If this is necessary, we will do our best to inform you promptly and you will not be charged for this hire.
- SC12.** In the event of someone becoming unwell with suspected COVID-19 symptoms while at the hall you should remove them to the designated safe area which is the marked, rear changing room. Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. Ask others in your group to provide contact details if you do not have them and then leave the premises, observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes when they arrive home. Inform the Commercial & Marketing Manager on 07741 284132.
- SC13.** Other special points as appropriate.
- a) For performances and other events with seated audiences: [You will provide attendants who will ask people to seat themselves furthest from the entrance on arrival, to exit closest to the exits first and invite people to use toilets in the interval row by row]. E.g. Where a group uses their own equipment:
 - b) You will avoid using equipment which is difficult to clean, as far as possible. You will ensure that any equipment you provide is cleaned before use and before being stored in the hall's cupboards.

Keep the Langham Community Centre COVID-19 secure

- 1. You must not enter if you or anyone in your household has COVID-19 symptoms.**
- 2. If you develop COVID-19 symptoms within 7 days** of visiting these premises alert **Test, Track and Trace**. Alert the Commercial & Marketing Manager on 07741 284132 and alert the organiser of the activity you attended.
- 3. Maintain 1 metre social distancing as far as possible:** Wait behind the marked lines as you go through the entrance hall to your activity and observe the one-way system marked.
- 4. Use the hand sanitiser provided** on entering the premises. Clean your hands often. Soap and paper towels are provided.
- 5. Avoid touching your face, nose, or eyes.** Clean your hands if you do.
- 6. “Catch it, Bin it, Kill it”.** Tissues should be disposed of into one of the rubbish bags provided. Then wash your hands.
- 7. Check the organisers of your activity have cleaned door handles, tables, other equipment, sinks and surfaces before you arrived.** Keep them clean. We cannot clean all surfaces at the hall between each hire but the hall is cleaned once a day.
- 8. Take turns to use confined spaces such as corridors, kitchen and toilet areas.** Standing or sitting next to someone is lower risk than opposite them. Briefly passing another person in a confined space is low risk.
- 9. Keep the hall well ventilated. Close doors and kitchen windows on leaving.**

Velux windows automatically open in the morning and close in the evening or when raining.



Committee room

Hirers of the upstairs Committee room to remember to social distance at the stairs and to use the toilets at the foot of the stairs.

Entry and exit through main foyer.

Club room

Hirers of the Club room to use the toilets at the foot of the stairs if the hall is hired and to remember to social distance. If the hall is not hired, the main toilets may be used.

If the hall is hired, use the bar area for refreshments (max 2). Access to the disabled toilet is through the hall. Please liaise with hall hirers for access.

Entry through main foyer; exit through fire doors.

Main hall

Hirers of the main hall to use the main toilets and to remember to social distance (max 2 in Gents or Ladies).

Use the kitchen for refreshments (max 2).

Entry through main foyer if no Club room hirer, or hall fire door. Exit through stage fire door. Last person to alarm and lock LCC, leaving through main foyer.

Main toilets

One-way system through the toilets. Leave through the door to the changing rooms being careful to social distance. Turn left to the hall.

Isolation room

The hall-side changing room to be used if someone becomes ill.

Licensed activities

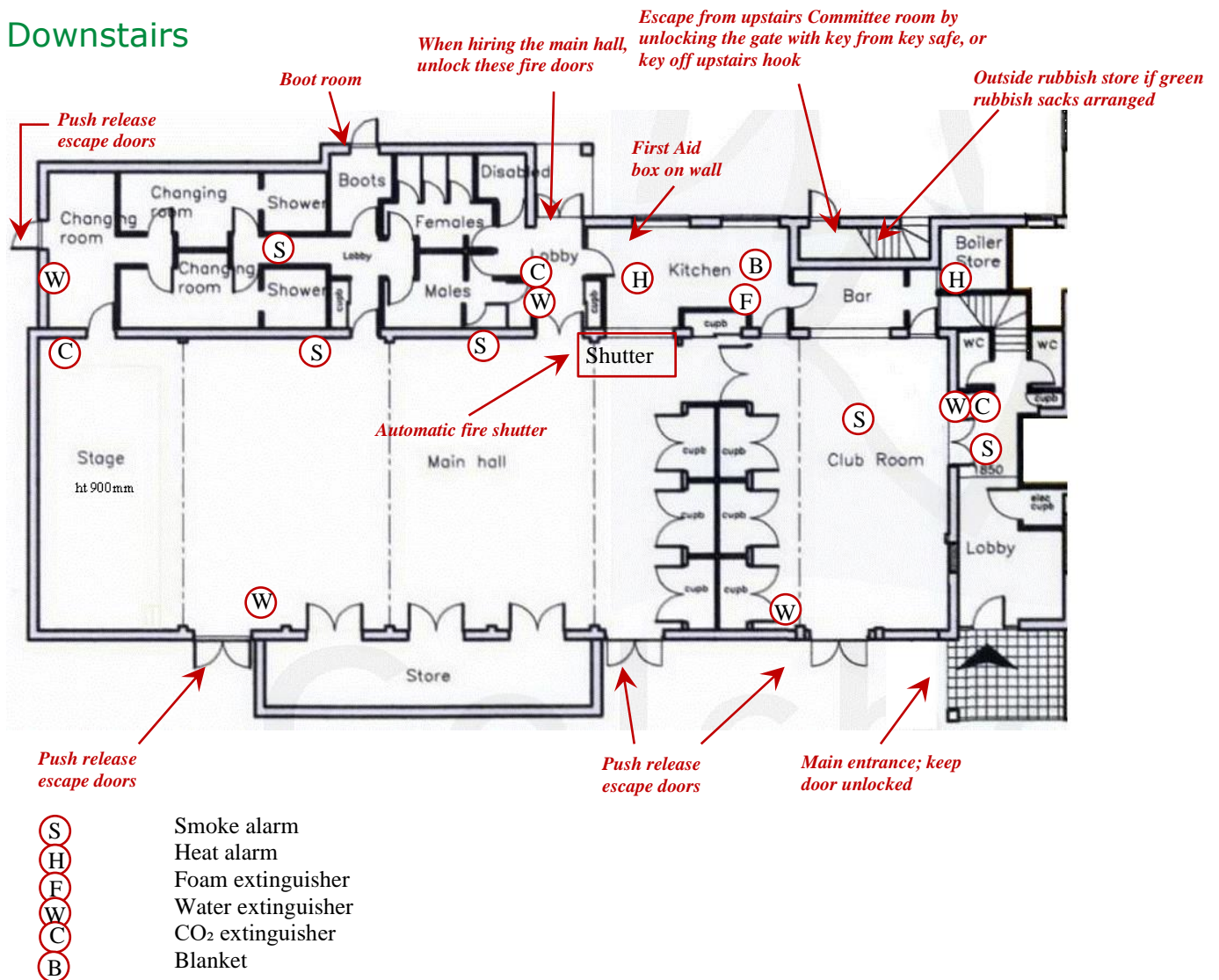
Activity	The hall is licensed for	Times for which the activity is licensed
a. The performance of plays	Licensed	07.00–0.00*
b. The exhibition of films	Licensed	07.00–0.00*
c. Indoor sporting events	Licensed	07.00–0.00*
d. Boxing or wrestling entertainment	Licensed	07.00–0.00*
e. The performance of live music	Licensed	07.00–0.00*
f. The playing of recorded music	Licensed	07.00–0.00*
g. The performance of dance	Licensed	07.00–0.00*
h. Entertainments similar to those in a – g	Licensed	07.00–0.00*
i. Making music	Licensed	07.00–0.00*
j. Dancing	Licensed	07.00–0.00*
k. Entertainment similar to those in i – j	Licensed	07.00–0.00*
l. The provision of hot food/drink after 11pm	Licensed	23.00–0.00
m. The sale of alcohol	Licensed	8.00–23.00**

* Licensed times on Sundays 7.00–23.00. ** Extension to opening hours to cover New Year's Eve celebrations until 2.30.

Fire evacuation details

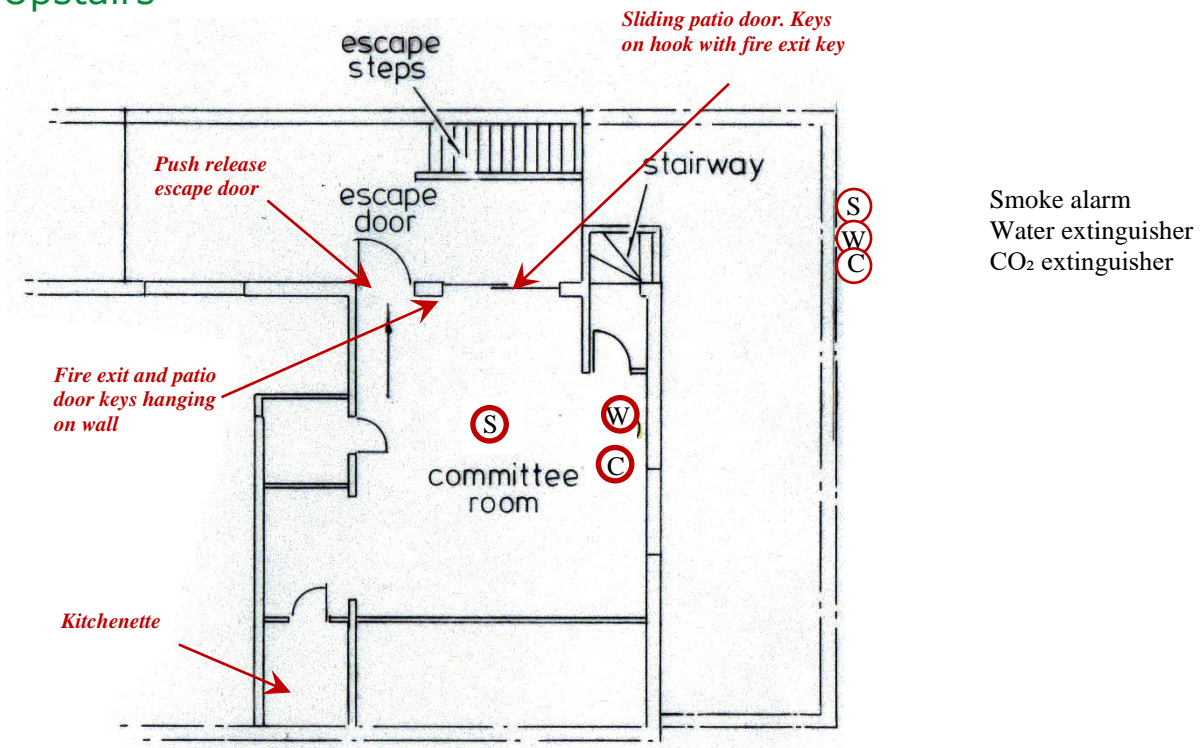
Location and use of fire equipment for hirers

Downstairs

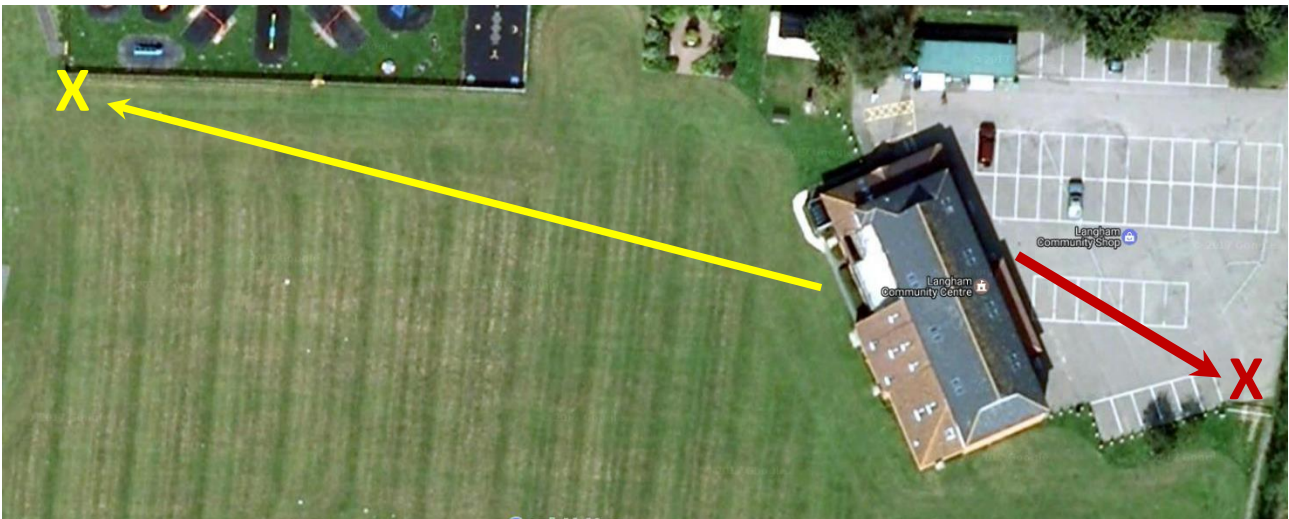


Fire evacuation details

Upstairs



Map of Muster Assembly Points



In an emergency, please be aware of the prevailing wind and move to the appropriate Muster Assembly Point.

Fire evacuation details

1. The person in charge of the room or function must instruct all persons to leave the building, shop and preschool using the nearest exit and assemble at one of the assembly points which are:-
 - in the far South East corner of the car park adjacent to the barrier onto the field or
 - on the recreation ground adjacent to the children's play area.
2. If it is safe to do so, if you have opened windows in the hall or Club room, please take the window controllers and close the windows from **outside** the building.
3. Call the Fire Brigade.

There is a telephone in the shop and a public telephone box opposite the Shepherd Public House (turn left out of the recreation ground and turn left at the cross roads). DIAL 999 or 112.

The address is:
LANGHAM COMMUNITY CENTRE,
SCHOOL ROAD, LANGHAM, COLCHESTER, CO4 5PA.
4. Once the premises have been evacuated, members of the public must not be allowed to re-enter the building to collect personal possessions or for any other reason.
5. On arrival of the Fire Brigade, the person in charge of the function should report to the Fire Officer that all persons are safe or the last known position of anyone who is missing.
6. Fire extinguishers are intended to be used to assist occupants to safely escape the building. They should only be used to put out small fires if:
 - You are trained in their use
 - It is realistic to attempt to extinguish the fire
 - Other persons in your group know what you are doing

The persons in charge should note the position and type of fire extinguishers in each area of the building and make all occupiers aware of the location of the fire exits. The emergency lights should be switched on at all times. Please report any defective lights etc. to the Caretaker: Cheryl Williams Tel 07493 241331