



WRITTLE PARISH COUNCIL

Clerk to the Council – Laurretta Fox
Parish Office, The Green, Writtle, Chelmsford, Essex CM1 3DT
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Terms and Condition of Hire – Parish Office

1. It is the hirer's responsibility to ensure the safety and assess risks for all users, and that you comply with Safety Notices displayed in connection with your hire.
2. Be aware of the risks to yourself or others as a result of your hire and know how to deal with these. Please see attached risk assessment.
3. The hirer will be given a set of keys to all outside doors. At the end of the period the hirer will ensure that all doors are locked and the keys are put through the letterbox in the door to the Clerks Office. The alarm will be set by Writtle Parish Council.
4. Emergency escape routes and Fire Exits are clearly marked and kept clear. The hirer must ensure that **all Fire Exit doors** are unlocked during the period of hire and that the escape procedures are explained to those attending.
5. It is illegal to smoke on the premises.
6. Please do not park just outside the premises, there is a public car park available but no spaces can be allocated for users and there is no guarantee that there will be space for users.
7. Any electrical equipment brought into the premises must be Portable Appliance Tested (PAT) by a qualified NICEIC Electrician and this test certificate must be still in force at the time of hire. The parish council reserves the right to see a copy of the certificate.
8. The hirer will be responsible for the supervision of the premises and contents and will be liable to repair any damage caused during the period of hire.
9. As a hirer you have a collective responsibility for Health and Safety. Should you observe any concerns/issues, please make safe immediately and inform a member of the Parish Council when returning the keys.
10. At the end of the period of hire the hirer will be responsible to leave the premises clean and tidy and to replace any equipment temporarily moved during the hire.
11. All rubbish, including any unconsumed foodstuffs, must be collected and put into your own bags and disposed of into the litter bins outside the premises.
12. When leaving the premises please be aware that the neighbours are not disturbed and that the users go quietly.
13. In the event of a minor accident there is a First Aid box in the small cupboard by the telephone in the meeting room but for any major incident you should call the Emergency Services.

By signing the Parish Office Booking Form, you agree to the conditions of hire listed above.