

# General Rules Governing the Use of Ransom's Pavilion

## Preamble

The management of the Ransom's Pavilion is vested in the Board of Trustees of Hitchin Community Gardens, whose powers and composition are defined in the Memorandum and Articles of Association, a copy of which may be downloaded from [www.trianglegarden.org](http://www.trianglegarden.org).

Under the provisions of the Memorandum and Articles, the Board of Trustees is empowered to make rules, or to withdraw or amend them.

## 1. Use of the Pavilion

Use of the Ransom's Pavilion and its facilities 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 Ransom's Pavilion shall be open to all regardless of race, gender, sexual orientation, age, disability, religious or political beliefs or marital status.

## 3. Applying to Use the Pavilion

- a) Application for use of the Pavilion shall be made to the Bookings Clerk.
- b) The right to refuse any application for the use of Pavilion facilities is reserved to the Board of Trustees, or the Bookings Clerk, provided that the Bookings Clerk reports his/her action to the next meeting of the Board of Trustees. The trustees may refuse an application to use the Pavilion's facilities if the use by a particular organisation or individual presents a risk of public disorder or is contrary to the aims of the organisation. Please refer to the Ransom's Pavilion Lettings Policy for more details of its aims, priorities and exclusions – see [www.trianglegarden.org](http://www.trianglegarden.org).
- c) All arrangements for the use of Pavilion facilities are subject to the trustees 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.
- d) Sections and affiliated groups of Hitchin Community Gardens shall normally have priority use of its facilities, but all arrangements to hire facilities made with outside bodies and individuals shall be honoured by the Board of Trustees, except as provided for in (c) above.

## 4. Hours of Opening

Facilities at the Ransom's Pavilion are normally available for the use of its members and of outside hirers between the hours of 8.00am and 10.00pm..

In exceptional cases, these hours may be extended on application to the Board of Trustees.

## 5. Maximum Capacity

The Pavilion has a maximum safe capacity of 37 individuals.

Recommended maximums for various activities are shown below:

21 attendees plus up to three presenters for talks and demonstrations

12 attendees plus up to three tutors for workshops

Where an attendee has a support worker he/she will also be counted as an attendee.

On no account shall the maximum safe capacity be exceeded.

## 6. Safety Requirements

All conditions attached to the granting of a Public Entertainments Licence or any other licence for the use of Ransom's Pavilion shall be strictly observed and the licences shown to the Bookings Clerk prior to the letting.

Nothing shall be done which will endanger the users of the building, and the policies of insurance relating to it and to its contents. Hirers should adhere to HCG's Health and Safety Policy, a copy of which can be found in the Hirer's Handbook and online at [www.trianglegarden.org/policies](http://www.trianglegarden.org/policies).

In particular:

- a) Obstructions must not be placed in gangways or exits, nor in front of 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 apparatus 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, however slight, and details of the occurrence shall be given to the Bookings Clerk;
- e) Activities involving danger to the public shall not be carried out;
- f) Highly flammable substances shall not be brought into, or used, in any part of the premises. No internal decorations of a combustible nature (e.g.: polystyrene, cotton, etc.) shall be undertaken or erected without the consent of the Board of Trustees;
- g) No unauthorised heating appliances shall be used on the premises;
- h) The First Aid box and accident book shall be readily available to all users of the premises. It is located in the cupboard next to the fridge in the kitchen. The Bookings Clerk shall be informed of any accident or injury occurring on the premises and an entry logged in the accident book.

i) All electrical equipment brought into the building shall comply with the *Electricity at Work Regulations, 1989*. The Board of Trustees disclaims all responsibility for all claims and costs arising out of any such equipment that does not so comply.

## **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 hire, or duration of the activity. The person in charge shall not be engaged in any duties which prevent him/her from exercising general supervision.

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.

All persons in charge or on duty should familiarise themselves with the procedure for evacuation of the premises as set out on the kitchen wall and be responsible for keeping a register of attendees to ensure that everyone has been evacuated. The signing-in book can be found with the Hirer's Handbook.

## **8. Food and Refreshments**

Food must not be prepared on the premises. Ready prepared refreshments may be served.

## **9. Intoxicating Liquor**

No intoxicating liquors are permitted to be bought, sold or consumed on any part of the premises without the express permission in writing of the Board of Trustees, whose consent must also be obtained prior to seeking any Occasional Licence or Permission for the sale of alcoholic liquor.

## **10. Betting, Gaming and Lotteries**

Nothing shall be done on or in relation to the premises in contravention of the law relating to betting, gaming and lotteries, and the persons or organisations responsible for functions held in the Pavilion premises shall ensure that the requirements of the relevant legislation are strictly observed.

## **11. Recorded Music Licence**

It is the responsibility of any independent user group which uses recorded music in its activities to check if it requires a licence from Phonographic Performances Ltd (PPL) and, if so, to obtain one.

## **12. Safeguarding and Obtaining DBS (previously CRB) checks from the Disclosure and Barring Service**

It is the hirer's responsibility to obtain DBS checks on those for whom there is a legal requirement – please contact the DBS for the latest information <https://www.gov.uk/disclosure-barring-service-check/contact-disclosure-and-barring-service>. Hirers should familiarise themselves with, and adhere to HCG's policies on Child Protection and Safeguarding Adults from Abuse (copies may be found in the Hirers Handbook and online at [www.trianglegarden.org/policies](http://www.trianglegarden.org/policies)).

## **13. Storage**

The permission of the Board of Trustees must be obtained before goods or equipment are left or stored at the Ransom's Pavilion, except that the Bookings Clerk is authorised to grant permission for the overnight storage of goods and equipment brought to the Pavilion for a particular function or event.

## **14. Loss of Property**

The Association cannot accept responsibility for damage to, or the loss or theft of Pavilion users' property or effects.

## **15. Car Parking**

Cars shall not be parked in Alexandra Road, except when loading or unloading at the start or end of the hire. Hirers and their guests/attendees are advised to park in the amenity carpark on Nightingale Road (next to the Esso garage). Hirers should familiarise themselves with the parking restrictions in the area and advise attendees accordingly. Users of the Pavilion should avoid undue noise on arrival and departure.

## **16. Nuisance**

- a) Litter shall not be left in or about the Pavilion premises. Hitchin Community Garden's rules regarding litter disposal and recycling can be found in the Hirer's Handbook located on the premises.
- b) Except in the case of trained guide-dogs for the blind, dogs shall not be permitted on the Pavilion premises
- c) Hirers and organisers of events in the Ransom's Pavilion are responsible for ensuring that the noise level of their functions is not such as to cause inconvenience for the occupiers of nearby houses and property. **Please note that the use of bouncy castles is no longer permitted.**

## **17. Cleaning and Security**

All use of Pavilion premises and facilities is subject to the users or hirers accepting responsibility for returning furniture and equipment to their original position, and for securing doors and windows of the premises as directed in the Hirer's Handbook, or otherwise instructed by the Pavilion Bookings Clerk. All users shall also leave the premises and surrounds in a clean and tidy condition, as may be directed by the Bookings Clerk. Locations of cleaning materials and instructions for use of heating and appliances can be found in the Hirer's Handbook, located in a transparent pocket next to the door to the workshop store.



# [www.trianglegarden.org](http://www.trianglegarden.org)