

# COMMUNITY HUB– CONDITIONS OF USE



PORTREATH  
PARISH COUNCIL

To ensure this space remains safe and welcoming for everyone, all users must comply with the following conditions:

- 1. The hirer** shall be in sole charge and be on the premises throughout the booking.
- 2. The hirer** is responsible for the Community Hub and its contents for the duration of the booking.
- 3. All users must adhere to the Council Safeguarding Policy** and take reasonable steps to protect the welfare of children, young people, and vulnerable adults.
- 4. Children must be properly supervised at all times.**
- 5. Activities involving children or vulnerable persons shall be under the strict supervision of responsible adults.** Hirers must confirm that they have read the council's safeguarding policy and that their organisation has a safeguarding policy in place.
- 6. Please leave the Community Hub, Kitchen and toilet clean, tidy, and undamaged.** Report any damage or incidents immediately to the Parish Clerk.
- 7. At the end of each booking the hirer shall ensure** all electrical outlets and lights are switched off. Including the heating and sockets in the kitchen area as well as the main room. (Please note the lighting in the kitchen and toilet are on automatic timers as will switch off when not in use.)
- 8. This venue is not suitable for parties** or events of a disruptive nature.
- 9. Fire exits** must be kept clear at all times.
- 10. The Fire Meeting Point is Outside the Public Toilets**
- 11. Emergency Services** – The hirer is responsible for calling the emergency services if required, please note there is no land line telephone on site. In the event of the fire alarm sounding a 999 call should be made giving your location as **Portreath Parish Office & Community Hub, Sea Front, Portreath, TR16 4NN**. What3Words: **poodle.spoke.unloads**
- 12.** The premises are completely **NO SMOKING**, this also includes the use of 'Vapes' and other similar devices.
- 13. No open flames** are permitted anywhere on the premises (this includes candles, gas burners, or similar items).
- 14. All portable electrical devices** and items that require a power supply brought into the building must be PAT tested.
- 15. A First Aid Kit is available in the kitchen.** All accidents must be reported to the Parish Clerk.
- 16.** Any **Incidents or near misses** must be reported to the Parish Clerk.
- 17.** Groups and regular bookings must confirm that they have adequate **public liability insurance** for the activities they provide whilst the premises are being hired. Where appropriate the hirer may be asked to provide proof of insurance.
- 18. The Parish Council cannot accept liability** for loss or damage to property brought into the premises.
- 19. There is no parking associated with the building.** Vehicles should not be parked in the loading bay or on the double yellow lines adjacent to the public toilets for the duration of the booking.
- 20. The Parish Council reserves the right to refuse or end bookings.**

Thank you for helping us keep this community space safe, welcoming, and enjoyable for everyone.