

# DISS TOWN COUNCIL



## DISS TOWN COUNCIL

Council Offices, 11-12 Market Hill,  
Diss, Norfolk, IP22 4JZ.  
Telephone and Fax: (01379) 643848  
Email: [towncouncil@diss.gov.uk](mailto:towncouncil@diss.gov.uk)  
Website: [www.diss.gov.uk](http://www.diss.gov.uk)

<b>APPLICATION FOR THE HIRE OF DISS YOUTH &amp; COMMUNITY CENTRE</b>	<b>APPLICATION No.</b>
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**Name of Organisation/Individual -**

**Address/ Invoice Address if different**

**Postcode -**

<b>Tel No. -</b>	<b>Email Address -</b>
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**Date(s) of Hiring (for one-off events) -**  
*(NB this will be subject to availability)*

**Day(s) of Hire (for regular hirers)**  
*(NB this will be subject to availability)*

<b>Hours of Hire (include preparation &amp; clearing up time) -</b> <b>From -</b>	<b>To -</b>
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**Type of Activity -**  
*(Eg. Dance Class, Jumble Sale)*

Is the use Community  Business  Not for Profit  *(see Terms & Conditions for definition)*

<b>Room Required (please tick all that apply)</b>	<b>✓</b>	<b>For Office use</b>
Main Hall		
Downstairs Meeting Room		
Kitchen (upstairs)		
Upstairs Meeting Room		
Office Space (3 rooms)		
Garage/Workshop		

**Events Involving Music** (Performance of copyrighted live or recorded music will incur an additional charge in line with the Performing Rights Society or Phonographic Performance Ltd. scales)

Live music included -		
Recorded music included -		

I/We hereby apply for the hire of the room as above in accordance with the Council's current scale of charges and subject to their terms and conditions of hire. I/We have noted and enforced the special conditions for ensuring all fire safety measures are adhered to. I/We further undertake to leave the room(s) in the condition as found and to remove from the premises immediately upon expiry of the period of hire, all goods, equipment and rubbish. I/We agree to reimburse Diss Town Council for any damage/breakages during the period of hire.

### Privacy Notice

Diss Town Council takes your privacy seriously and will only use your information in relation to your booking. However, we would like to contact you with details of events you may be interested in. If you consent to us contacting you for this purpose please tick the box(es) to say how you would like us to contact you.

Email  Telephone / SMS

If you prefer not to be contacted with details of other events, then please tick this box   
For further information, please refer to our GDPR Policy at [www.diss.gov.uk](http://www.diss.gov.uk).

Signed - \_\_\_\_\_

Date - \_\_\_\_\_



# EVENT RISK ASSESSMENT FORM

Please fill in this form and return it **signed and dated** with your booking form.

<b>Organisation:</b>		<b>Contact Person:</b>	
<b>Site:</b>	Diss Youth & Community Centre	<b>Location on site:</b>	
<b>Type of event</b>		<b>Date and time</b>	<b>Number of participants</b>

Hazards involved with activity	Safety measures you will put in place to reduce the risk of accidents	Rating band (see table below)
<i>e.g. blocked access to emergency exits</i>	<i>Ensure that all emergency exits are clear Delegate responsibility to a member of the group to patrol exits on a regular basis throughout the event</i>	<i>2 x 2 = 4</i>

Risk Rating		Action Bands	
Likelihood	Severity of Injury	Rating Band	Action
<b>1 = Most Unlikely</b>	<b>1 = Trivial Injury</b>	<b>1 – 2 = Minimal Risk</b>	<b>Maintain Control Measures</b>
<b>2 = Unlikely</b>	<b>2 = Slight Injury</b>	<b>3 – 4 = Low Risk</b>	<b>Review Control Measures</b>
<b>3 = Likely</b>	<b>3 = Serious Injury</b>	<b>6 – 8 = Medium Risk</b>	<b>Improve Control Measures</b>
<b>4 = Most Likely</b>	<b>4 = Major Injury or Death</b>	<b>9 – 12 – 16 = High Risk</b>	<b>Consider not running the event</b>

<b>Signature:</b>		<b>Print name:</b>		<b>Date:</b>	
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For DTC staff use only: Comments:
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Facebook: @DissTC  
Twitter: @DissTownCouncil

## TERMS & CONDITIONS OF HIRE

**DISS YOUTH & COMMUNITY CENTRE, Shelfanger Road, Diss, Norfolk, IP22 4EH**

### Booking

- 1) All bookings must be made by application form submitted to the Council Offices. A confirmation of booking will be issued.
- 2) Every hirer must have third party public liability insurance with a minimum cover of £2,000,000, and a copy of the relevant insurance certificate must be submitted to the Council Offices at the same time as the completed application form.
- 3) Any equipment or contents belonging to hirers are used and/or stored at the hirers' own risk. Hirers must therefore make their own insurance arrangements for all risks cover.
- 4) All electrical equipment brought for use in the building must have a valid and current PAT test (i.e. within the last 12 months).
- 5) All hirers should maintain adequate First Aid provision for all events including access to a mobile phone to contact the emergency services should it be necessary.
- 6) A completed risk assessment form must be returned with your application. Diss Town Council reserves the right to impose conditions for provision of health and safety if those stated in the form are deemed to be inadequate.
- 7) New hirers will be asked to provide two valid forms of identification, one with a photograph.
- 8) A non-returnable deposit of 50% may be requested by the Town Clerk to secure a booking.

### Access

- 9) Keys will be issued to regular hirers at the Council's discretion. The key is provided to the hirer named on the booking form solely for their use for the activity arranged and should be kept securely and not be used to access the building at any other time. The key is the property of the Council and must not under any circumstances be copied in any way or passed to a third party; it must be surrendered immediately should the period of hire cease or at the request of an Officer of the Council. Lost keys will be charged at £150.

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## Departure & Security

- 10) Checks must be made when leaving the building to ensure that the space you have hired has been left clean and tidy, that windows and internal fire doors have been closed and any heaters switched off. All periods of hire should include preparation and clearing up time.
- 11) The Town Council reserves the right to make additional charges for any expense incurred caused by negligence of the hirer (including extra cleaning, breakages or electricity). Please report all damage and breakages to the Town Council immediately.
- 12) Please **only** lock the main / front door to the building if you are hiring the venue **after 5pm Monday to Friday** and **do not set the alarm** when you leave.
- 13) Please also unlock and lock the main / front door to the building if you are hiring the venue on **Saturdays and Sundays** but **do not set the alarm** when you leave. Park Radio will be occupying the building throughout the week.

## Fire Safety

- 14) The hirer is responsible for ensuring all fire safety measures are adhered to & these should be incorporated into your risk assessment (see 6 above).
- 15) The hirer is also required to appoint a 'responsible person' to take charge in the event of a fire.
- 16) The hirer must familiarise themselves with the location of fire extinguishers, call points / emergency exits and the assembly point (Appendix A).
- 17) Each hirer must account for those in the building should the building need to be evacuated.
- 18) If the fire alarm sounds and you cannot see a fire, check immediate areas and disabled toilet and evacuate to assembly point outside the main entrance and call 999. Once at the assembly point, check to ensure you can account for everyone. Await the fire brigade and liaise with them until it is safe to re-enter the building.
- 19) If you see smoke or flames in the building, press glass at nearest call point to alert other hirers in the building and then follow guidance at item 18 above. Contact Diss Town Council to report the incident. Contact details are found on page 1 and emergency contacts are also displayed in the entrance to the building.
- 20) The building's fire alarm will be tested weekly and you will be notified if it affects your booking.
- 21) Maximum numbers permitted per room are as follows:
  - a) Ground Floor Main Hall – 200 people standing / 100 seated.
  - b) Ground Floor Meeting Room – 10 people seated.
  - c) First Floor Meeting Room – 15 people seated.

## Cancellations

- 22) Diss Town Council reserves the right to refuse/cancel bookings at our discretion.
- 23) For long-term hirers, three months' cancellation notice is required for the Town Council to rearrange bookings or re-let the space reserved.

## Payment

- 24) Invoices for regular hirers will be submitted at month end and are due for payment within 14 days. Persistent late payments may incur office administration charges.
- 25) Payment from one-off hirers will be required as a confirmation of booking.

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26) The Town Council reserves the right to request that bookings be paid in full up to 30 days in advance. If the Town Council cancels the booking before the end of the 30-day period, where appropriate, a refund will be given.

Performing Rights Society

27) Where any performance or reproduction of copyright music is made, an additional charge, as per the Performing Rights Society current scale of charges may be levied. Charges in relation to the Phonographic Performance Ltd scale will be the responsibility of individual hirers.

Licensable Activity

28) All hirers wishing to undertake licensable activities (playing music or supplying alcohol) at the DYCC are required to apply for a Temporary Events Notice (TEN) from South Norfolk Council. A standard TEN must be submitted at least 10 clear working days prior to the date of the event.

DBS & Vulnerable Persons

29) The hirer is wholly responsible for ensuring they comply with all relevant legal requirements for working with young people including Disclosure and Barring Service (DBS) checks and an acceptable Child and Vulnerable Persons Protection Policy if relevant.

30) Diss Town Council takes all reasonable precautions to ensure the safe condition of the building and the contents which it owns but accepts no liability for injuries or accidents caused by individuals accessing the building for activities of hirers.

Declaration

I/We .....(Name)

On Behalf of .....(Organisation)

Agree to abide by these terms and conditions of use

Signed .....

On ..... of.....2018  
(Day) (Month)

Revised February 2018

[https://disstowncouncil.sharepoint.com/TeamSite/Amenities Properties/DYCC/Application Forms-Conditions of Hire-Key Receipts/DYCC Conditions of Hire NEW.docx](https://disstowncouncil.sharepoint.com/TeamSite/Amenities%20Properties/DYCC/Application%20Forms-Conditions%20of%20Hire-Key%20Receipts/DYCC%20Conditions%20of%20Hire%20NEW.docx)