

DEVELOPMENT SERVICES 4YOUNG PEOPLE



Conditions of Hire for Wiltshire Council - Oxenwood Outdoor Education Centre

Business requirements – We have comprehensive support services including photocopying and printing, internet access 24 hours a day.

Fire and Emergency –

Ambulance – Please dial 999 in the event of an emergency, stating name, location and nature of the problem.

Doctor – Great Bedwyn Surgery 01672 870388
(surgery held at Vernham Dean village hall on Thursday evenings 5pm – 6pm)

Burbage Surgery 01672 810566

Minor Injuries – Clover Centre, Great Western Hospital, Swindon. Walk in service 7am – 1am, 7 days a week.

Minor Injuries – Andover Minor Injuries Unit, Charlton Road, Andover, SP10 3LB
830am – 930pm, 7 days a week.

Fire – Please dial 999 in the event of an emergency, stating name, location and nature of the problem.

The Fire Alarm test – If you discover a fire – Activate the nearest fire alarm. If there is a fire alert – Roll call.

Pets – For reasons of health and safety we do not allow pets within the buildings, with the exceptions of Guide dogs.

Telephone – Pay phone is available in the staff room.

Electrical Equipment – Not to bring electrical equipment onto premises.

The term Hirer shall mean an individual hirer or, where the hirer is an organisation, the authorised representative.

Use of Premises. The Hirer shall not use the premises for any purpose other than that described in the hiring agreement, and shall not sub-let or use the premises for any unlawful purpose or in any unlawful way, or do anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the sale of alcohol thereon without a licence.

Unfit for Use – In the event of the Centre or any part thereof being rendered unfit for the use for which it has been hired, the Wiltshire Council shall not be responsible to the hirer for any resulting loss or damage.

Cancellation by the Hirer. If the Hirer wishes to cancel the booking before the date of the event and the Centre management is unable to conclude a replacement booking, the question of payment or repayment of fees shall be at the discretion of the Centre management and is likely to invoke a cancellation fee of £50.00p; or sum felt applicable depending on the length of the booking.

Refusal of Booking – The Centre Management reserves the right to refuse a booking without notice or to cancel this hiring agreement either before or during the term of this agreement upon giving 7 days notice, in writing, to the hirer. The Hirer shall be entitled upon such notice to reimbursement of such monies including the deposit or a proportion of the same as have been paid by the hirer to the Centre Management. The Centre Management shall not be liable to make any further payment to the hirer.

End of Hire – The Hirer shall be 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 the centre shall be at liberty to make an additional charge.

Public Safety Compliance – The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, The Magistrates' Court or otherwise, particularly in connection with any event which includes public dancing or music or similar public entertainment or stage plays.

Indemnity – The Hirer shall indemnify the Oxenwood Outdoor Education Centre for the cost of repair of any damage done to any part of the property including the cartilage thereof or the contents of the buildings that may occur during the period of the hiring as a result of the hiring. The Hirer shall be responsible for making arrangements to insure against any third party claims that may lie against him or her (or the organisation if acting as a representative) whilst using the centre.

Insurance – The Centre, as part of Wiltshire Council, holds Public Liability insurance, as required by law. It has a limit of £50 million indemnity for any one incident. We would recommend that hirer make their own provision for personal accident cover should they consider it appropriate.

Supervision – The Hirer will, during the period of the hiring, be responsible for supervision of the premises, the fabric and the contents; their care, safety from damage however slight; or change of any sort and the behaviour of all persons using the premises whatever their capacity; including proper supervision of car parking arrangements so as to avoid obstruction to others.

Health and Hygiene – The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. For details of legislation see Wiltshire Council web site Food Hygiene Legislation.

Compliance with the Children Act. - The Hirer shall ensure that any activity for children under eight years of age complies with the current legislation in respect of safeguarding children and that only fit and proper persons have access to the children.

Accidents and Dangerous occurrences – The Hirer must report all accidents involving injury to the public to the Centre manager as soon as possible. Any failure of equipment either belonging to the Centre or brought in by the hirer must also be reported as soon as possible. Certain types of accidents or injury must be reported on a special form (obtainable from the Centre Manager or in the file in the staff room and forwarded to the Local Authority. This is in accordance with the Executive reporting of Injuries, Diseases and dangerous Occurrences Regulation 1995.

Electrical Appliance Safety – The Hirer shall ensure that any electrical appliance brought by them to the premises and used there shall be safe and in good working order, and used in a safe manner. Where a residual circuit breaker is provided under term of PEL or CPL, the hirer must make use of it in the interests of public safety.

Noise – The Hirer shall ensure that the minimum of noise is made on arrival and departure.

Licences – The Hirer shall be responsible for complying with the conditions set by the Wiltshire Council where sale of alcohol is to occur on the premises. Under no circumstances is alcohol to be supplied to anyone under the age of 18 years.

Gaming, betting and Lotteries. – The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

Sale of Goods – The hirer shall, if selling foods on the premises, comply with the Fair Trading Laws and any code of practice used in connection with such sales. In particular, the hirer shall ensure that the total prices of all goods and

services are prominently displayed, as shall be the organisers name and address and that any discounts offered are based only on manufacturer's Recommended Retail Prices.

Animals – The Hirer shall ensure that no animals (including birds) except guide dogs are brought into premises, other than for a special event agreed by the Centre management. Guide dogs are exempted. No animals whatsoever are to enter the kitchen at any time.