

WELCOME Our "meet and greet" volunteers open "the Hut" about 10 - 15minutes before the time of arrival shown on your booking form. In the very unlikely event that a volunteer has not met you by the time you said you would be here, please follow our emergency procedure instructions visible through the side window of "the Hut".

CONDITIONS FOR THE USE OF "the Hut" (2024)

F.O.P.W.A. as Tenant of East Suffolk Council (E.S.C.) in relation to the building called "the Hut" and the user agree -

1) BOOKINGS

F.O.P.W.A. may accept or refuse to accept any booking request without any reason or explanation being given.

All Users shall specify a named individual who shall be responsible for the booking and conduct of Users of "the Hut" while it is in use, and who shall be "the responsible person" as defined under The Regulatory Reform (Fire Safety) Order or subsequent legislation / regulations.

2) TIMES To arrive no earlier than 9.30am and depart by 5pm at the latest

3) HIRE CHARGES - £60 per day or part thereof. Refunds - Should a User cancel a booking for any reason (having paid the booking fee in full) NO REFUND will be given unless another User is found by F.O.P.W.A. to take the day booked. However F.O.P.W.A. are not unreasonable and special arrangements may be made for example in the event of a repeat of the Covid-19 pandemic national lockdown.

4) GENERAL RULES

a) F.O.P.W.A. Trustees, Officers or staff employed by E.S.C. Police, Fire and other emergency service personnel are to be allowed free access to "the Hut" at all times, and may terminate any function and / or order the immediate evacuation of "the Hut".

b) The User shall not carry on or permit at "the Hut" any act or thing which shall or may be a nuisance or disturbance to F.O.P.W.A., E.S.C. or the owner or occupier of any adjoining or neighbouring property and without prejudice to the generality of the foregoing - Not to permit to be played any music or otherwise cause or permit any other sound at "the Hut" which shall in each case be audible in any of the adjoining properties. Not to use a charcoal or other solid fuel or gas fired Barbeque (B-B-Q) inside or outside the premises

c) No hiring shall extend beyond 5pm, unless agreed in writing with F.O.P.W.A., by which time "the Hut" must be vacated. The Users must ensure that all those present leave "the Hut" without making any undue noise or disturbance.

d) NO SMOKING - The whole of "the Hut" including kitchen and toilets is designated as a no smoking area at all times

e) "the Hut" may not be sub-let or hired by a User or used for the purposes of raising money (fund-raising) from members of the public

f) All Fire and other exits and passageways are to be kept free from obstructions at all times

g) Fire and other safety devices, heating or air-conditioning controls are not to be removed or tampered with

h) No decorations, posters or notices may be put up before or during any hire period without the prior permission of F.O.P.W.A.

i) "The Responsible Person" (see above) is responsible for complying with the Fire Safety Order including deciding the maximum capacity of "the Hut" for the purposes for which it has been hired. F.O.P.W.A. recommend a maximum capacity of 50 persons

j) The Users shall indemnify (i.e. put back in the same financial position after any loss or damage) F.O.P.W.A. and / or E.S.C. for any loss or damage to the premises, decorations, fittings and furniture and shall confirm that they hold Public Liability (Third Party) insurance of at least £1 million any one accident

k) The Users are entirely responsible for the proper use of "the Hut" and facilities and must take reasonable care to ensure that no damage is caused to the premises, furniture, fittings decorations or any equipment

l) At the conclusion of the hiring, the User must ensure that "the Hut" is left in a clean and tidy condition.

m) REFUSE - All rubbish, waste, refuse, debris and the like must be removed from "the Hut" by the User at the end of the hire period

n) SECURITY - Users must comply with the agreed security procedures

o) The User must satisfy themselves that the premises are "fit for the purposes intended" conduct any required Risk Assessment including Covid-19 and variant and the like assessments and ensure that Health and Safety aspects are adequate for the intended use of the premises

p) **COVID-19 and variants and the like** - Users are responsible to ensure that those attending comply with the H.M.G and NHS COVID-19 Secure advice in force at the time, and with the Users own COVID-19 and variant Risk Assessment .

r) Licencing Act 2003

i "the Hut" is not licenced for a) the Sale of Alcohol, b) the provision of Late Night Refreshments c) the provision of Regulated Entertainment as defined in the Act

ii All Users must satisfy themselves that nothing is carried out in "the Hut" that falls within the definition of these activities(a, b or c above) If there is any doubt, guidance must be obtained from the Licencing staff at East Suffolk Council

iii .The Licencing Act 2003 makes provision for Temporary Event Notices (TEN) to cover the occasional small scale ad hoc event held in unlicensed premises. If a User is considering holding an event to be covered by a TEN, then permission must first be obtained from F.O.P.W.A. The User will be totally responsible for all costs and for making the actual application