

General Rules Governing the Use of the Bonvilston Reading Room

Definitions

“Activity”	means the use the Premises by the Hirer
“Booking Agent”	means the management and staff of the Old Village Shop, Bonvilston
“Hirer”	means any person or organisation hiring the Premises, or any part thereof
“Reading Room Committee”	means persons elected from time to time to take responsibility for the management of the Reading Room.
“Premises”	means the Bonvilston Reading Room, car park and grounds
“The Reading Room”	means the property situated on the south side of the A48 in Bonvilston

General Rules Governing the Use of the Bonvilston Reading Room

1. Introduction

The management of the Bonvilston Reading Room is vested in the Reading Room Committee whose powers and composition are defined in the constitution, a copy of which may be obtained from the Reading Room Committee. Under the provision of the constitution the Reading Room Committee is empowered to make rules or to withdraw or amend them.

2. Use of the Reading Room

Use of the Reading Room and its facilities are subject to the following rules and, in the case of Hirers, to certain standard conditions incorporated in the Hiring Agreement.

3. Equal Opportunities

The Reading Room shall be open to all members of the community without distinction of sex, sexual orientation, race or of political, religious or other opinions.

4. Applying to use the Reading Room

- a) Applications for use of the Reading Room shall be made to the Booking Agent;
- b) The right to refuse any application for the use of the Reading Room is reserved by the Reading Room Committee. The Booking Agent may refer an application to the next meeting of the Reading Room Committee;
- c) All arrangements for the use of the Reading Room and its facilities are subject to the Reading Room Committee 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.

5. Hours of Opening

The Reading Room is normally available for use by outside hirers between the hours of

[10am] and [12pm] on weekdays

[10am] and [11.30pm] on Saturdays

[10am] and [10pm] on Sundays

In exceptional cases these hours may be extended on application to the Reading Room Committee.

6. Maximum Capacity

The Reading Room has a maximum capacity of [140] seated or [75] (these figures include helpers and performers) and on no account shall they be exceeded.

7. Safety Requirements

All conditions attaching the Reading Room's Public Entertainment Licence or other licences shall be strictly observed. Nothing shall be done which will endanger the users of the building, and / or the policies of insurance relating to it and to its contents. 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) all groups are expected to co-operate in any fire drills that may be arranged in order to familiarise users with evacuation procedures;
- c) the emergency lighting supply must be turned on during the whole time the Premises are occupied and must illuminate all exit signs and routes;
- d) fire-fighting apparatus shall be kept in its proper place and only used for its intended purpose;
- e) the Fire Brigade shall be called to any outbreak of fire, however slight, and details of the occurrence shall be given to the Secretary of the Reading Room;
- f) performances involving danger to the public shall not be given. Hypnotists must be licensed with the Vale of Glamorgan Council;
- g) highly flammable substances shall not be brought into, or used, in any part of the Premises. No internal decorations (or similar) of a combustible nature (e.g. polystyrene, paper, etc.) shall be undertaken or erected without the consent of the Reading Room Committee;
- h) no unauthorised heating or electrical appliances shall be used on the Premises;
- i) all electrical equipment brought onto the Premises shall comply with the Electricity at Work Regulations 1989. The Reading Room Committee disclaims all responsibility for all claims and costs arising out of any such equipment that does not so comply;
- j) Hirers shall have immediate access to an easily available and fully stocked first aid kit. There should be a nominated person to take charge of first aid arrangements.
- k) All accidents to persons on the Premises must be reported to the Booking Agent / Secretary.

8. 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 the 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. The number of adult attendants required shall be increased to [3] where [50] or more persons are present.

When the majority of those present at the entertainment are less than 16 years of age, and when a material number of people with disabilities are expected to attend, the number of adult supervisors shall be increased accordingly.

9. Safety of Young Children

No activities or groups involving children less than 8 years of age will be permitted on the Premises except with the written agreement of the Reading Room Committee, which will require that the relevant provisions of the Children Act 1989 and any conditions required by the Social Services Department of the Vale of Glamorgan Council are complied with before giving such permission. In the case of Hirers it is the responsibility of the organisers of the Activity concerned to ensure that only fit and proper persons have access to young children, and that such persons shall at all times be in attendance upon young people who are on the premises for the Activity concerned.

10. Supply of Food and Drink

Food may only be cooked on the premises with the prior permission of the Reading Room Committee, but food may be prepared for display and consumption on the same day. In accordance with the Food Safety (Temperature Control) Regulations 1995 no chilled food shall be kept on the premises for consumption or display for more than 2 hours. No food shall be stored on the premises.

11. Intoxicating Liquor

No intoxicating liquors are permitted to be bought, sold or consumed on any part of the premises without the express permission of the Reading Room Committee whose consent must also be obtained prior to seeking any occasional License or permission for the sale of alcoholic liquor]. The Hirer must present a copy of the said Licence to the booking agent before any application for use can be confirmed. No persons under the age of 16 years shall be allowed to a licensed function unless accompanied by an adult.

12. Betting, Gaming and Lotteries

Nothing shall be done on or in relation to the Premises in contravention to the law relating to betting, gaming and lotteries, and the person or organisation responsible for functions held at the Reading Room shall ensure that the requirements of the relevant legislation are strictly observed.

13. Recorded Music Licence

It is the responsibility of any Hirer using recorded music to check if it requires a licence from Phonographic Performances Ltd (PPL) and, if so, to obtain one.

14. Storage

The permission of the Reading Room Committee must be obtained before goods or equipment are left or stored on the Premises, except that the Booking Agent / Secretary is authorised to grant permission for the overnight storage of goods and equipment brought to the Reading Room for a particular function or event.

15. Loss of Property

The Reading Room Committee cannot accept responsibility for damage to, or loss or theft of, Hirers / users property and effects.

16. Car Parking

Cars shall not be parked so as to cause an obstruction at the entrance to, or exits from, the Premises. Users of parking accommodation shall avoid undue noise on arrival or departure.

17. Nuisance

Litter shall not be left in or about the Premises. All rubbish shall be removed from the Premises at the end of the hire period;

Except in the case of trained guide-dogs for the blind, dogs shall only be permitted on the Premises in connection with organised activities such as dog training or dog shows.

Hirers and organisers of Activity on the premises are responsible for ensuring that the noise level of the functions do not cause inconvenience to the occupiers of nearby houses and property.

18. Cleaning and Security

All use of the Premises is subject to the users or hirers accepting responsibility for returning furniture or equipment to their original position, and for securing doors and windows of the premises as directed by the Booking Agent / Secretary. All users shall leave the Reading Room and its surrounds in a clean and tidy condition.

19. Insurance

- a) The hirer shall indemnify the Reading Room and its officers and servants against all claims, actions and demands arising out of or in any way connected with the use of the premises by the hirer and shall produce to the Booking Agent a policy of insurance endorsed to indemnify the Reading Room Committee in accordance herewith in the minimum sum of £1 million.
- b) The Reading Room Committee shall not accept responsibility or liability in respect of damage to or loss of any property whatsoever or personal injury connected with the officers and guests of hiring organisations and relating to the hiring whilst at the Reading Room.
- c) Martial Arts Groups and other sporting bodies shall be in possession of appropriate insurance.

Signed on behalf of the Reading Room Committee :

Date: