

Cyngor Tref  
Castell-nedd



Neath  
Town Council

Date: Booking Confirmation Date

All Hall Hirers

Dear Sir/Madam

### Hiring of Neath Town Council Community Halls

Thank you for using a Neath Town Council Community Hall. To ensure that all our hall users are provided with a clean, clear and safe halls, we need to explain your responsibility as the lead for duration of your hall hire period.

For all terms and conditions of hall hire, health and safety and fire safety requirements, we require a signature from you/an authorised member of your organisation, every time you use our halls. This is to acknowledge that you have been provided with the Fire Safety Regulations, the hiring Terms and Conditions and you have read and understood all the information provided, regardless whether you are a first time hall hirer with us or a regular booking.

Please make sure that you or the person nominated on the day of your hall hire, has read the attached documents and are aware of all terms and conditions of the hall hire, health & safety requirements and fire safety routes and the necessary arrangements you need to have in place whilst hiring the hall. This will help you keep everybody safe.

The lead hall hirer will be wholly responsible for the safety of all those using the hall whilst on hire from the Town Council, including the evacuation of your group out of the premises should a fire alarm be activated.

Again, regardless whether you are first time or regular user in any of our Halls, the lead hall hirer will be required sign documentation with the Caretakers at each handover (*start time booked by the hall hirer*), to acknowledge that you have and understand your responsibility for the hall and those using it during the hire period.

Should you have any queries on the day of the hall booking, please speak to one of the Caretakers.

Yours faithfully

**Kathryn Charles**  
**Neath Town Clerk**

Enc.



Search 'Neath Town Council'



[neathtowncouncil.gov.uk](http://neathtowncouncil.gov.uk)

10/12 Orchard Street, Neath, SA11 1DU Tel: 01639 642126 [clerk@neathtowncouncil.gov.uk](mailto:clerk@neathtowncouncil.gov.uk)

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## Important Fire Safety Information

### Neath Town Council Community Halls and Neath Town Hall

Under the Fire Safety Regulations, a building must have a nominated "Appointed Person(s)" whenever the building is in use.

You will be aware that the building you are hiring a room in, is not staffed by Neath Town Council at all times. Therefore, it is the responsibility of every Group/Club/Organisation/Party etc using the hall to nominate an "Appointed Person(s)" to take charge in the event of an emergency.

It will be the responsibility of the Nominated Person(s) to identify all the emergency exits, the quickest routes in the event of an emergency, the location of fire extinguishers and the 'muster' meeting point a safe distance away from the building in the event of an evacuation.

It is also the responsibility of the Nominated Person(s) to inform every person in their party using the hall of this information.

Please note that NO PERSONS should use the lifts in any of the Halls during the event of a fire.

In the event of an Emergency it will be the responsibility of the Nominated Person(s) to ensure that everyone in their party is evacuated from the building and to carry out a search (**if safe to do so**).

The Hirer must carry out a roll call to ensure that all persons who are attending their event, are accounted for.

*NEATH TOWN HALL: It is the hirer's responsibility to ensure that procedures are in place to be able to evacuate any persons who have mobility issues or are in a wheelchair, from the main hall, bearing in mind that the lift will not be operational in the event of a fire.*

Additionally, for all Halls, it is the responsibility of the Appointed Person(s) to contact the Emergency Services by ringing 999.

UNDER NO CIRCUMSTANCES should any person(s) put themselves in any danger trying to extinguish the fire. The first priority is to ensure the building is evacuated and raise the alarm. Then only IF IT IS SAFE TO DO SO use the fire extinguishers to extinguish the fire.

The handover form provided by the Caretaker will need to be completed before you can use the hall.

*"The information you supply will be used by Neath Town Council for administrative purposes within the terms of the Data Protection Act 1998. We shall not supply it to third parties. If you do not wish your personal details to be held by us, you must inform the Council immediately".*

Hall Hirer – Handover/Fire Safety Information (September 2024)



## TERMS AND CONDITIONS/RULES FOR HIRING NEATH TOWN COUNCIL HALLS

1. All applications for hire of any Neath Town Council building must be made via the Administration Offices of Neath Town Council, 1<sup>st</sup> Floor, 10 – 12 Orchard Street, Neath, SA11 1DU (Tel No. 01639 642126). **No bookings will be taken by the Caretaker.**
2. All hall hire will only be confirmed once full payment is made.
3. No provisional bookings can be taken to 'hold the date'.
4. Cancellations which occur within the 7 days prior to the hall booking will not be eligible for a refund.
5. An email receipt of booking will be sent if an email address is provided, alternatively this will be posted.
6. **An acknowledgement of Health and Safety and Fire Safety Regulations form must be signed before the booking can take place and you will be reminded of this by the Caretaker.**
7. The hall hirer will be given the mobile number of the Caretaker on duty and this should be used in the event of an emergency or if the hall hirer plans to leave the Hall before the allocated/required time.
8. The hirer shall not use the halls or any parts thereof for any public performance of any dramatic or musical work or lecture or address which is copyright without the consent of the owner of the copyright and the hirer agrees to indemnify the Town Council and its officers against any claims, actions and demands which may be made against them for any infringement or breach of copyright.
9. No hiring of the hall shall be binding unless the full fee is paid and an official receipt is received or notification of waiver of part waiver of charge is made by the Town Council. In the event of postponement or cancellation of any date, 7 days clear notice must be given to the Clerk failing which the hirer will be liable for the full charge (as set out in 4. above).
10. When applying for use of halls, specific times of start and finish must be stated. PLEASE NOTE – if you require setting up and clearing away time, please ensure this is in your overall hall hire times. A maximum 5 to 10 minutes each side of the start and end time of your booking will be permitted at the availability of the caretaker, otherwise additional hall hire charges will be incurred.
11. The persons applying for the use of the hall will be held responsible for the good behaviour of their clients and any unseemly conduct will not be tolerated and the Caretaker is empowered to stop any function proceeding which in his/her opinion is undesirable.
12. It will be the duty of the hirer to make arrangements in conjunction with the Caretaker for the placing of chairs and other furniture where required, or provided in advance when making the hall booking.
13. No alcohol are allowed in any Halls and can not be sold, supplied or consumed in or any rooms therein (except when the Town Hall Bar is booked).
14. The hirer of the hall must ensure that persons leave the hall as quickly as possible after the termination of their period of hiring.
15. The hirer is held responsible for any damage to the hall and any property or furniture therein during or arising out of his occupancy of the same.
16. The Council, its Officers or Caretakers will not in any circumstances be responsible for any damage, injury or of loss of goods or property brought to the hall by the hirer or persons attending any function therein.
17. The Council will not be responsible for any accident, injury or damage to the hirer or any person or persons who may be with the knowledge or consent of the hirer using the premises including loss of or damage of wearing apparel during the period of the hiring, nor will the Council accept any responsibility for the repayment of any claims which may be made in connection with or consequent upon any such loss, injury, accident or damage aforesaid.

18. Hirers shall indemnify the Council from and against any claim for damages, costs or expenses which may be made against the Council in respect of personal injury, death or loss of or damage to property sustained by any persons and occurring during or in consequence of the hiring and which shall arise from any act or omission by the Hirer or persons using any of the Community Hire Halls Facilities as a result of the hiring. Public Liability insurance is only valid for the rooms booked during the booked period as stated.

19. Persons when applying for the use of the hall must state the purpose for which they wish to use same and they shall not be at liberty to assign or sub-let the hall or any part thereof.

20. Nothing shall be done or brought into the hall or rooms which in the opinion of the Council or its officers will involve extra risk to the property. No oil or substance of any inflammable nature will be allowed in any part of the hall.

21. The Council reserve the right to refuse any applicants the use of the halls.

22. The Council has a no smoking and vaping policy for all its buildings.

23. The Council reserve the right to terminate the hiring immediately in the event of any breach of any of the foregoing conditions, or failure of the hirer to observe the reasonable directions of an officer of the Council or the caretaker and to retain any sums paid for the hiring whether the period of the hiring be completed or not at the time of such termination.

24. All hiring's are subject to cancellation in the event of the hall or rooms being required by the Town Council for their own use.

25. Special applications must be made for the use of the Council's piano. It will not be available without the specific permission of the Council.

26. All fire and emergency exits must be kept clear of tables, chairs and any other items.

27. All discarded items left from jumble sales, parties etc. must be removed from premises including balloons and banners. Any other items left after the hall hire has ended will be kept for 7 days and if not claimed, disposed of.

Any food items stored in the hall fridges will be removed at the end of the hall hire session.

28. Sandpits, smoke or bubble machines or ride on play bikes are NOT permitted in any of our halls.

29. The Hirer shall ensure that children (under 16) are supervised at all times and ensure no children enter the kitchen without supervision.

30. All plates, bowls, cups and cutlery available must be clean and put away in cupboards and drawers.

31. All food waste that you accumulate during the hiring must be bagged and taken home with you and NOT left on the premises. If this request is not followed, an additional charge for its removal will be invoiced to the hall hirer.

32. The Council has the right to charge for cleaning costs if the hall is left in an acceptable state of cleanliness after your booking.

33. The Clerk or authorised officers have the authority to use their discretion to refuse bookings. This is in respect of hall users who damage or leave the halls in unacceptable standards of cleanliness. The customer has the right to appeal to the Full Council against the Officers decision.

34. Only assistance animals for the disabled are allowed on the premises

35. The Hirer shall not bring any equipment onto the premises without the prior permission of the Council. Where it is agreed in writing that the hirer may store goods or equipment at the hall, the Council does not accept responsibility or liability for any loss, damage or injury whatsoever arising from the storage of such goods or equipment subject to common law and any statutory rights for the time being in force. No items will be stored on site that can easily be transferred to and from the site easily for each period or hire. Additional charges may apply for exclusive storage areas.

36. No furniture or furnishings may be brought into the facility either temporarily or permanent without prior written permission. Permission will only be considered where current Fire Regulations can be met.

**Council have the right to review their hall hire charges on an ongoing basis. Any changes to hall hire rates will be effective after the Full Council where the charges were ratified.**

## QUICK CHECKLIST FOR HALL HIRER:-



### ARRIVING AT THE HALL:

Meet the Caretaker & receive a card with contact their details



Sign the Hall handover Sheet to confirm your obligations for health and safety and fire safety for the duration of the hall hire

### PREPARING TO LEAVE AT THE END OF YOUR BOOKING:

Clear away all crockery, cups and utensils used in each kitchen



Bag and remove any food waste and take home



Use recycling bins available to dispose of all waste as appropriate

Large amounts of 'black bin' waste, this must be taken home and disposed of

### LEAVING THE HALL:

Contact the Caretaker to confirm you are leaving the hall  
*(if leaving early or Caretaker has not arrived)*



## COMMUNITY CENTRE EMERGENCY ACTION PLAN

For

Neath Community Centre	Neath Town Hall	Melyn Community Centre	Cimla Community Centre
10 – 12 Orchard Street Neath SA11 1DU	Church Place NEATH SA11 3LL	Old Road Melin, NEATH SA11 1SS	Afan Valley Road Cimla, NEATH SA11 3AZ
What3Words Location:- pint.trades.tune	What3Words Location:- secure.simply.beats	What3Words Location:- formed.every.olive	What3Words Location:- hills.answer.card
<b>Fire Assembly Point:- St Davids Church Entrance</b>	<b>Fire Assembly Point:- St Thomas Church Entrance</b>	<b>Fire Assembly Point:- Old Road Bus Stop</b>	<b>Fire Assembly Point:- Car Park</b>

All Halls (see individual maps)

### EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS

FIRE / POLICE / AMBULANCE	999
<p>CARETAKERS (Rotational Shift Patterns). <i>Your Caretaker will make contact with you at the start of your hall hire period:-</i></p> <p>MIKE JENKINS RHYS HUGHES ANTHONY JENKINS PAT DAVIS (EMERGENCY OUT OF HOURS ONLY)</p>	<p>07956 086565 07495 071658 07377 294140 07903 465803</p>
BUILDING SECURITY: NITELITE	01639 700326
FIRE ALARM: FIRE SAFETY DIRECT	01792 464040
ADMINISTRATION OFFICE (OFFICE HOURS 9.30am – 4.30pm)	01639 642126

## Community Halls

### Upon Discovering a Fire - Raise the Alarm

This is normally done by breaking the glass on a fire alarm call point. Otherwise use any means available (this should be agreed at the commencement of any event)

**On Hearing the Alarm** - When you hear the alarm, leave the building as quickly as possible, using the nearest fire exit route. **Do not run or use any lift. Do not use mobile phones while evacuating.** Note: Take personal belongings **only** if they are immediately available

**Call the Fire Brigade** - Dial 999 using a callbox or mobile or ask a local resident and provide the following information:

- a. Nature of the emergency and location of the emergency (address, building, room number), and
- b. Your name and phone number from which you are calling.

Fire extinguishers are highlighted on the Fire Evacuation Plan and could be used to maintain and/or clear the escape route if required.

Where there are controlled access doors if for any reason the door interlocks fail you must use the green break glass panels next to the doors to release the lock.

#### ***EVACUATION ROUTES***

*Evacuation route maps are noted on the attached plan which include:-*

*Emergency exits  
Locations of fire extinguishers  
Fire alarm activation locations  
Assembly points*

*Please make yourself aware of at least two evacuation routes.*

**Disabled and Less Able-Bodied People** - Should be given every assistance during the evacuation procedure to exit the building to the fire assembly point or to the designated safe refuge point. The Appointed person would need to make arrangements for this.

**Fire Assembly Point (identified on the Fire Evacuation Plan)** - On arrival at the Fire Assembly Point, keep together and identify any missing persons attending your event and report immediately to the fire brigade.

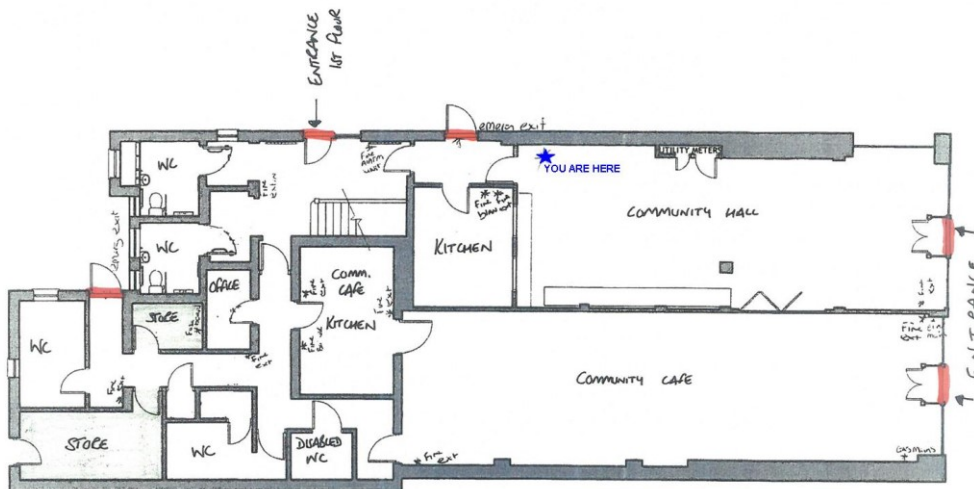
**Safety Is Everyone's Responsibility** - It is essential that all individuals familiarise themselves with the fire escape routes and location of the Fire Assembly Point when using these facilities.

**Contractors** - On hearing the alarm, contractors working on site must immediately stop work and follow the Fire Evacuation Procedures. Do not re-enter the building until authorised by a member of the Fire Brigade or Town Council Team.

A basic first aid kit is located in the main hall/kitchen. When any accident occurs please inform the Caretaker to complete the accident book enclosed in the first aid kit.

The information on these guidelines is available on the internet at [www.neathtowncouncil.gov.uk](http://www.neathtowncouncil.gov.uk).

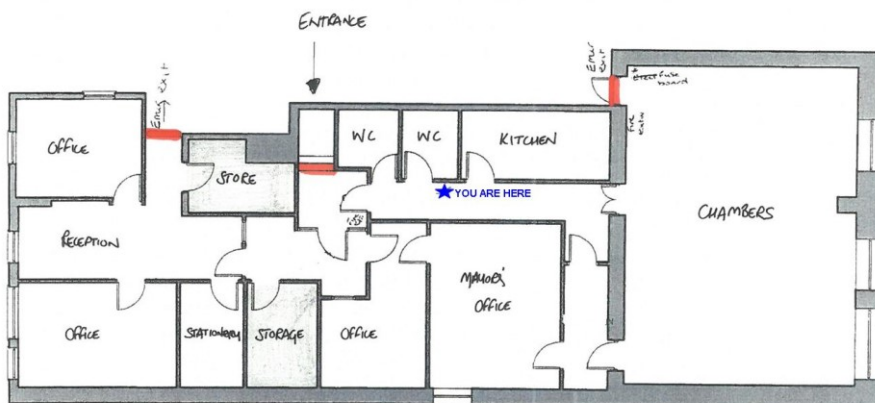
**EVACUATION MAPS**  
**NEATH COMMUNITY CENTRE**



GROUND FLOOR PLAN  
ORCHARD STREET

Evacuation Route Map

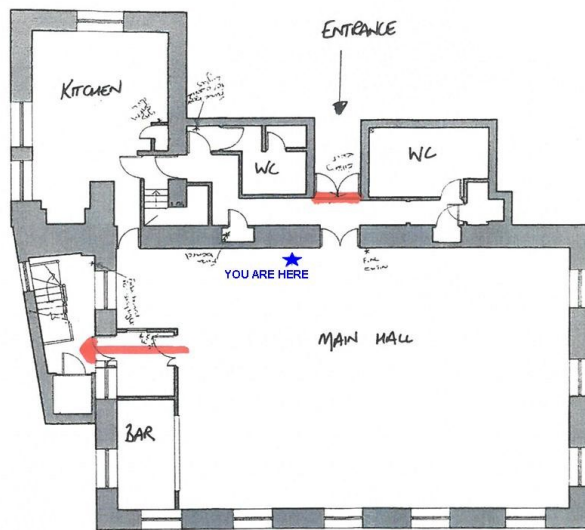
ORCHARD STREET  
FIRST FLOOR



Evacuation Route Map

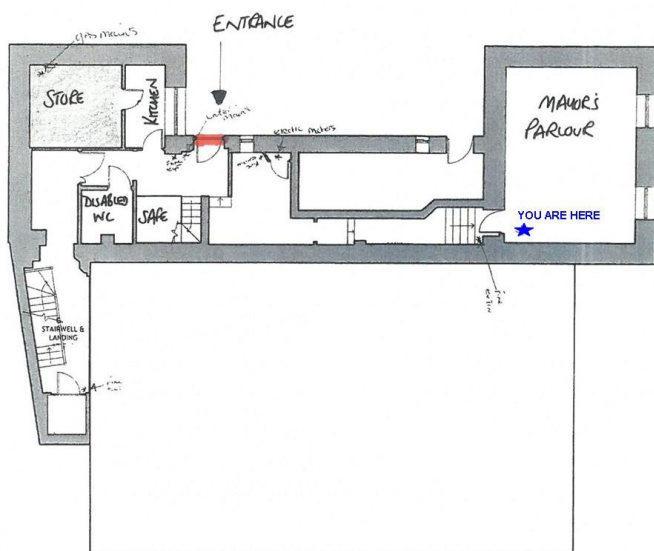


**EVACUATION MAPS**  
**NEATH TOWN HALL**

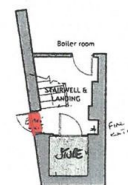


FIRST FLOOR PLAN  
NEATH TOWN HALL

Evacuation Route Map



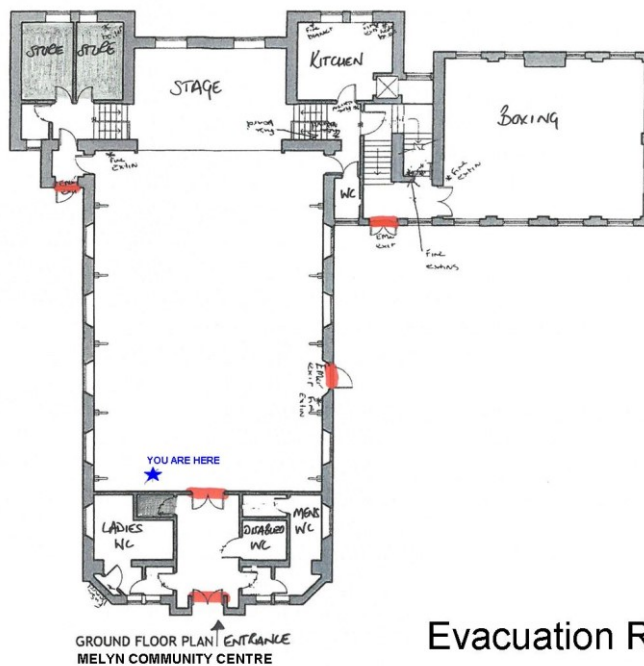
GROUND FLOOR PLAN  
NEATH TOWN HALL



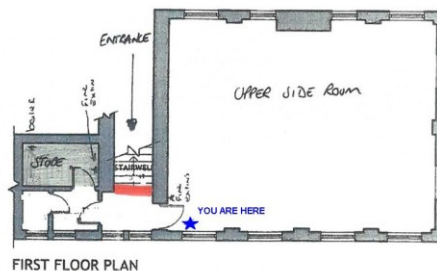
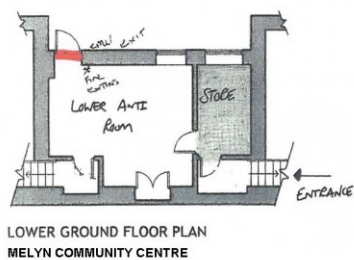
LOWER GROUND FLOOR PLAN

Evacuation Route Map

**EVACUATION MAPS**  
**MELYN COMMUNITY CENTRE**

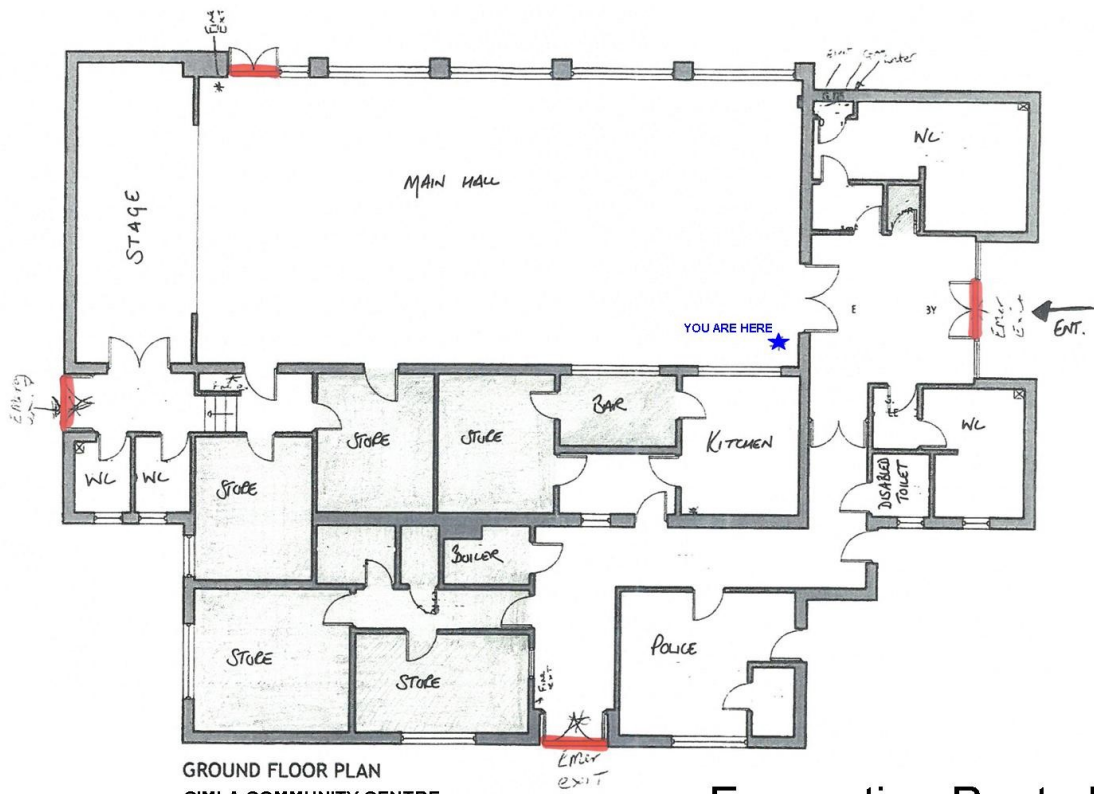


Evacuation Route Map



Evacuation Route Map

**EVACUATION MAPS**  
**CIMLA COMMUNITY CENTRE**



**Evacuation Route Map**

NEATH TOWN COUNCIL - HALL HIRE HANDOVER (Week commencing: \_\_\_\_\_)

Hall Hirer or Company Name	Caretaker Initials	Date of Hall Hire	Location (please identify which hall used)						Has Hirer read and received:-		Hirer or Company Signature on agreeing and accepting Hall Hire & Fire Safety Regulations (Attached and in Hall Safety File on wall)	
			Cimla Community Centre	Melyn Community Centre		Neath Community Centre		Neath Town Hall		Hall Hire Conditions		Fire Safety Conditions
				Main	Upper Side	Main	Side	Main	Mayors Room			
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[OFFICE USE: This Form, once fully completed, should to be handed back to Admin for filing].