

The Zone: Conditions of Hire

BOOKING & PAYMENT

1. The person signing the Booking Form is the person responsible for ensuring these Conditions are followed. The Zone is to be occupied only during the agreed period of hire & for the agreed activity. The Hirer will be present & in charge for the whole period the public are in the building & ensure that all Zone property & equipment is used properly and only for the purposes for which it has been provided. None must be taken off the premises without prior agreement of the Bookings Secretary.
2. Hirers are required to indicate on the booking form that they have appropriate insurance cover for their activity.
3. Regular bookings will be invoiced monthly & payment in advance is necessary. One-off bookings are only confirmed on payment.
4. Access before and/or an over run after the booked period is not permitted as it may inconvenience other users. The Hirer will be charged for any additional time before or after the agreed period of hire at the relevant hourly rate. Evening events must finish by midnight unless a Temporary Event Notice has been granted by Cornwall Council. Before applying for the Temporary Event Notice you must get agreement from the Bookings Secretary.
5. The maximum permitted number of people in the rooms, including organisers/performers is:
Main Hall: 120 seated; 140 standing; Meeting Room: 40 seated; 60 standing.
6. Cancellations of regular bookings must be notified to the Bookings Secretary at least 48 hours prior to the session for the payment to be carried forward to the next month. Cancellations of one-off bookings must be notified at least 48 hours prior to the event for a refund.
7. In the event of cancellation by the Zone, we reserve the right to cancel a booking giving 14 days written notice to the hirer.
8. Payment can be made by Bank Transfer to **The Zone Health & Wellbeing Hub, Sort Code 56-00-63 Account number 47355581**. Please use your name as the reference. Cheques should be made payable to The Zone Health & Wellbeing Hub.
9. The Trustees of the Zone are not responsible for the marketing of events held by private hirers. However, hirers may, by arrangement, work with the Zone to help promote events.
10. The hirer will not carry out or permit fly posting or any other form of unauthorised advertisement for any event taking place at the Zone.
11. Failure to observe this condition may lead to prosecution by the local authority and the hirer longer being able to hire the Zone.
12. Hirers should seek permission of the Bookings Secretary to put up promotional material at the Zone.

ACCESS

13. There is a Masterlock Key Safe to the right of the porch.
14. Leaders of regular bookings will be required to download an app to access the key.
15. One off booking hirers will be given a code. This number must not be given to anyone else.
16. All hirers must ensure the Front Door is locked when you leave & the key replaced in the key safe.

FIRE SAFETY CHECKS & PROCEDURES FOR FIRE / ACCIDENTS / NEAR MISSES

17. If any of the Emergency Services are needed, please telephone **999 immediately**.
18. **Fire.** The Hirer **should carry out a fire safety check before other volunteers or participants arrive**. You are required to check that fire exits are clear, ensure they remain so and know what to do in the event of a fire.
19. The Procedure to be followed in the event of a fire can be found displayed in both rooms & in the lobby. The Hirer should read this before their booking starts & inform those attending at the start of the hire.
20. The hirer should familiarise themselves with the **Zone Fire Policy** for further details. This can be found in the Policies & Procedures folder on the Main Noticeboard.
21. **Accident/Incidents/Near Misses.** The main First Aid Kit is located in the lobby. There is also a specific kit for kitchen use in the kitchen. The nearest medical facility is the Doctor's Surgery (tel **01503 230088**) in the centre of the village, at Broad's Yard, Downderry. All accidents on the premises **must be recorded** in the Accident/Incident/Near Miss Log on the shelf in the lobby.
22. The Hirer must be prepared to take control in the case of a fire or an emergency in the Zone during use of the building and its facilities. The Procedure to follow in the event of an accident is displayed in both rooms & in the lobby. **Serious accidents** must be reported to either the Chair **Adrian Kemp on 07850 759392** or Bookings Secretary **Viv Parker on 01503 250519 or 07855 162268**. If Adrian and Viv are unavailable at the time of a serious accident, the Hirer should contact one of the other Trustees listed in Hall by the front door. **Please do not leave messages on an answerphone** unless absolutely necessary.

DURING THE HIRE

23. Please make sure you follow our Guidance for Bookings sheet sent prior to the Hire.
24. The Hirer will ensure that the event shall **not** cause a nuisance to the Zone's neighbours or members of the public.
25. When music, other than background music is played, all doors must be kept closed. This is to avoid causing a nuisance to neighbours. Music must cease by 11pm to comply with our Premises Licence, apart from Christmas Eve and New Year's Eve when it can be played until midnight.
26. Children, up to the age of 8 must always be accompanied by a parent, guardian or other responsible adult.
27. The Hirer shall ensure that any activities for children or vulnerable people comply with the provisions of the Childcare Act 2006 and Safeguarding Act 2018 by ensuring that fit and proper persons are present during the period of hire at public events/activities. The Hirer shall complete the Safeguarding-the Zone

Agreement document. The Zone Safeguarding Policy can be found in the Policies and Procedures folder on the Main Notice Board. This policy is sent to the Hirer at the time of confirming this booking. It is important that you read and comply with this policy or send your own to the Bookings Secretary.

28. Only well-behaved dogs on leads are allowed in the Zone. No animals whatsoever are to enter the kitchen at any time.
29. Smoking or vaping is **not** permitted anywhere on the premises. In accordance with The Health Act 2006, the Zone is a smoke-free place and under Section 7(2) of the Act, a person smoking on the premises is committing an offence. The Hirer is responsible for ensuring compliance with this legal requirement.
30. The sale of alcohol is not permitted on Zone premises. Alcohol may be brought onto the premises for an event if this has been indicated on the Booking Form & the Bookings Secretary is advised accordingly when the booking is made. Where alcohol is provided under the terms of our Premises Licence, the Hirer shall not serve alcohol after **11.30pm**.
31. The Hirer shall ensure that care is taken to avoid excessive consumption of alcohol. No illegal drugs may be brought onto the premises. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Any person suspected of being drunk, selling or under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises in accordance with the Licensing Act 2003.
32. Gambling on the premises is only allowed for non-commercial gaming where none of the money raised from the event is for private gain.
33. The kitchen is a “service kitchen” only, that is, pre-prepared foodstuffs only may be brought in for consumption or sale. No full-scale food preparation & cooking is permitted. The Hirer shall, if preparing serving or selling food, observe all relevant food health & hygiene legislation & regulations. In particular dairy products & meat must be refrigerated & stored in compliance with Food Temperature Regulations. It is a legal requirement for details of an event where food is served in the Zone to be recorded before leaving the premises. Please leave brief details of the event in the Kitchen Log which is located on the Noticeboard in the kitchen. Children & dogs are not allowed in the kitchen. The door should be kept closed at all times except for emergencies, for the bringing in/taking out of food & drink for an event or removal of rubbish.
34. Naked flames, such as candles, tea lights etc, are only permitted with the agreement of the Bookings Secretary.
35. In the event of any damage the premises &/or damage to or breakage of Zone property arising from, or in any way, connected with the Hirer’s use of the premises, however caused, The Trustees will arrange to make good the damage &/or breakage/s, & the Hirer will pay the cost of repairs &/or replacements. Details must be recorded in the Red Defect Log by the front door. The Bookings Secretary must also be notified of any damages or breakages.
36. The Hirer agrees that the Trustees will not be held personally responsible for any claims for personal injury, loss or damage to property arising from the hirer's use of the Zone premises.
37. The Hirer shall **not** bring into the premises and use any electrical equipment, such as disco equipment, musical equipment, without the prior consent of the Bookings Secretary. The Hirer must ensure that all such electrical equipment complies with the Electrical Equipment Regulations & displays an in-date PAT test label. Use of non-compliant electrical equipment without an in-date PAT test label is forbidden.

38. **Equipment and Temporary structures:** When equipment or temporary structures, such as Bouncy Castles are used in the Zone, the Hirer must have appropriate insurance or ensure that the supplier has the relevant insurance as **these activities are not covered** under the Zone's insurance.
39. The Hirer shall, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales.
40. Hirers must only install any fixtures, fittings, decorations or notices in consultation with the Bookings Secretary. All notices and decorations should be removed at the end of the event unless otherwise agreed with the Bookings Secretary. A charge may be made if balloons are left in the ceiling void & the Trustees have to arrange for its removal.

AT THE END OF THE HIRE

41. The Hirer is responsible for ensuring that all the areas of the Zone used for their event are left in a good and clean condition and all electrical appliances & lights are switched off, doors locked & all rubbish removed at the end of the booking, referring to the **Guidance for Bookings**. Unless previously agreed, all equipment is to be put away in the correct storage place and in the proper manner. In the event of the premises being left in an unsatisfactory condition, the Hirer will be notified and a fee for cleaning or inconvenience, to be determined by the Trustees, may be charged.
42. At the close of events finishing late at night, the Hirer shall request attendees to leave the premises and its vicinity as quickly and quietly as possible to avoid disturbing and causing a nuisance to neighbours.
43. Any property left in the Zone is entirely at the owner's risk unless by prior permission of the Bookings Secretary.

POLICIES & PROCEDURES

44. There is a copy of our Premises Licence in the Policies & Procedures Folder on the Main Noticeboard. A copy is also available from the Bookings Secretary Viv Parker by emailing zonedownderry@aol.com & on our website www.zonedownderry.org.
45. All our Policies and Procedures and Risk Assessments can be found in our Policies and Procedures folder on the Main Notice Board.
46. The Trustees of the Zone reserve the right to amend the Terms & Conditions of Hire at any time without notice.

Signed by

Name Vivien F Parker

Secretary of Management Group

Date 29/12/25

Review date January 2027.