



# ***Foundry House***

## **Hirer's Handbook**

**October 2021**

**Foundry House Community Centre  
Orange Way, Pembroke, SA71 4DR.**

**[admin@pembroke21c.org.uk](mailto:admin@pembroke21c.org.uk)**

**<https://foundryhousepembroke.org.uk>**

**Charity No: 1106323**

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## TRUSTEES

Ann Mortenson

Jenny Whyte

John Hayes

Ken Jones

Les Moreton

Pete Coleman

Val McInally

## FOUNDRY HOUSE

Originally an iron foundry, then a family home, then a boxing club, by 1967 Foundry House was a successful Youth Centre run by youth leader Val McInally. Val is now back at Foundry House as one of our five newly appointed Trustees. The Youth Centre thrived until Pembrokeshire County Council forced closure and the building was put up for sale.

In 2004, the newly formed Pembroke 21C Community Association raised the asking price and purchased Foundry House on behalf of the people of Pembroke. Since then Foundry House has provided a venue for dozens of local groups and one-off events, as well as hosting a wide range of community projects.

After a period of financial uncertainty and the lack of an office manager, five additional trustees have been appointed and Foundry House has entered a period of renewal. Booking fees and charitable donations are Foundry House's only source of income and we rely entirely on volunteers to keep the building up and running.

We look forward to Foundry House continuing to work closely with the whole community to provide a focus for activities that are open to all and encourage pride and community spirit in Pembroke in an environmentally and economically sustainable way.

Thank you for considering hiring a space at Foundry House, we hope we can provide what your event or group are looking for. To see **What's on at Foundry House** check out our website calendar at <https://foundryhousepembroke.org.uk>

**And finally**, Foundry House is always looking to make new Friends of Foundry House; the wonderful volunteers who help manage and run our one-and-only Community Centre. For details of how to volunteer with us, pick up a leaflet at Foundry House or use the Friends of Foundry House contact page at <https://foundryhousepembroke.org.uk>

*\*Pembroke 21C is a Charity (No: 1106323) and a PLC (No: 05216985) without share capital, its annual accounts are filed at Companies House and may be viewed at <https://find-and-update.company-information.service.gov.uk/company/05216985>*

## SUMMARY OF FACILITIES

### **Front Hall – The John Allen Room**

**Kitchen** – accessed from the Front Hall, use of the kitchen includes a microwave, kettle, electric oven, crockery and cutlery

### **Ladies, Gents and Disability Toilets**

### **Back Hall – The Brian Griffiths Room**

The Back Hall may be divided using a flexible screen

Folding tables and chairs are available for the Front and Back Halls

### **Lift to First Floor**

#### **First Floor**

### **Conference Room**

#### **Other Facilities**

### **ZOOM ROOM**

Groups meeting at Foundry House who wish to link up via Zoom with their members who must or choose to remain at home, may use a zoom room setup comprising one of our laptops, 2 webcams and a 50" monitor.

### **Wifi**

Wifi is accessible throughout the building, our WEP code is available on request to groups who require an internet connection. No charge is made

### **Digital Projector and Screen**

The Foundry House digital projector and screen can be made available to groups with a regular booking.

### **Storage**

Groups with a current regular booking may request the use of storage space; when space allows, small items may be kept at Foundry House at no charge. Charges are made for larger, dedicated, storage spaces. NB Foundry House cannot accept responsibility for the loss or damage of any items user groups keep on the premises

#### **ACCIDENT BOOK**

The accident book is located in the **top drawer of the reception desk** in the foyer.

Licences and other documentation which may be requested by authorised officers of the Licensing authority and/or a Police Constable are also located here.

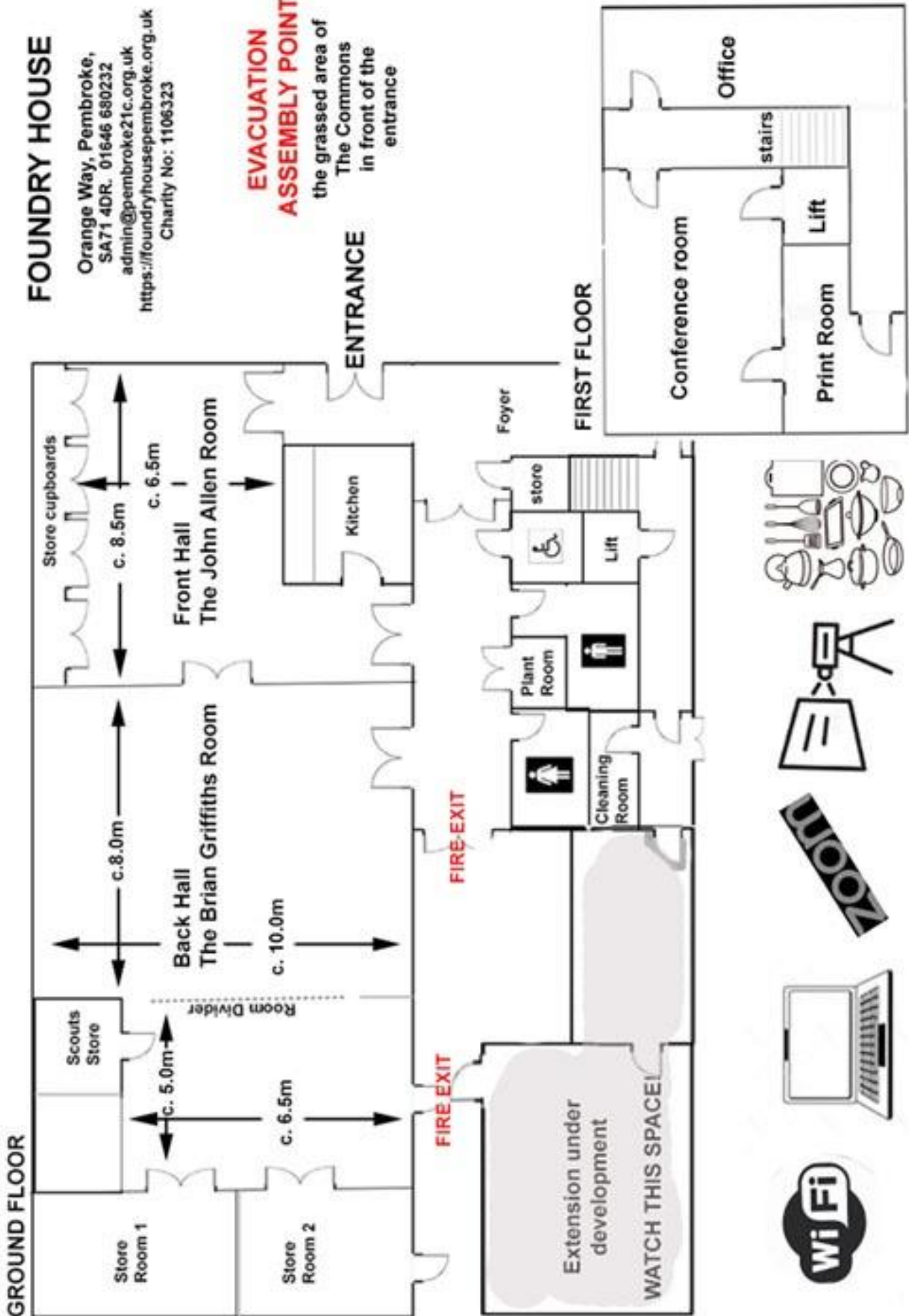
#### **EVACUATION ASSEMBLY POINT**

Should the fire alarm sound everyone must leave the building immediately and assemble on the **grassed area of The Commons in front of the entrance**, away from the building.

# FOUNDRY HOUSE

Orange Way, Pembroke,  
SA71 4DR. 01646 680232  
admin@foundryhousepembroke.org.uk  
https://foundryhousepembroke.org.uk  
Charity No: 1106323

**EVACUATION  
ASSEMBLY POINT**  
the grassed area of  
The Commons  
in front of the  
entrance



## HIRING ROOMS

- 1 Read Foundry House Terms and Conditions of Hire **NB** hirers must also comply with current Welsh Government and Foundry House guidance regarding COVID-19 security protocols.
- 2 Go to <https://foundryhousepembroke.org.uk> and complete a booking request  
**Or** Complete and return either a **Repeat Booking Request** or a **Single Booking Request**. Copies of these forms are available on request at [admin@pembroke21c.org.uk](mailto:admin@pembroke21c.org.uk) (Appendix 1 & 2). Completed forms may be returned by post, addressed to: Foundry House, Orange Way, Pembroke SA71 WDR

Booking requests are checked against our booking criteria, and if the rooms are available a provisional booking will be made on the Foundry House calendar.

- 4 Bookings can only be confirmed when a **Booking Acceptance** has been signed by a group/event organiser and a trustee or other authorised person (Appendix 1 & 2).
- 3 **Payment:** For a single booking a £20.00 deposit is required before bookings can be approved. Invoices will be sent prior to one-off events and the first of a regular period of bookings and must usually be paid, in full or in part, before any rooms may be used. Cheques should be made payable to: Pembroke 21C Community Association LTD Payments may also be made via BACS or Direct Debit to: Pembroke 21C Community Association Ltd, Sort Code: 40 36 24, Acc No: 51436287

Groups making a regular booking will be given the code to the key safe by the front door and will be informed by text or email if this code changes during the period of their booking. In most cases the organisers of one-off events will be let into the building by one of our volunteers.

**Don't forget to include setting up and clearing up time when you make your booking.** Except by prior arrangement, Foundry House is only open for organisers and group members during the times entered on the Foundry House calendar.

### **ROOM HIRE CHARGES** all charges are **per hour**

**For a single booking a £20.00 Deposit is required**

**Children's parties and other lively events need to book both halls**

**Local non-profit groups:**

Front Hall\*: £10.00      Back Hall: £10.00 per hour      Conference Room: £8.00

Front Hall\* and Back Hall: £20.00

**Profit making organisations and statutory bodies:**

Front Hall\*: £15.00      Back Hall: £15.00      Conference Room: £12.00

Front Hall\* and Back Hall: £30.00

*\*There is no extra charge for use of the Front Hall Kitchen but the terms and conditions for its use must be carefully adhered to*

# FOUNDRY HOUSE

## BOOKING AGREEMENT

*By proceeding with your booking, you are deemed to have accepted the following terms and conditions for the hire of room(s) in Foundry House.*

### TERMS & CONDITIONS OF HIRE

Agreements with the Trustees of Pembroke 21 Community Association Ltd ("21C") for the hire of Foundry House, Pembroke or any part thereof ("the Premises") are subject to these Terms and Conditions of Hire ("the Hire Conditions").

#### Undertaking of the Hirer

The Hirer undertakes to ensure that they have an understanding of the Hire Conditions for the time being in force.

#### Supervision by the Hirer

The Hirer undertakes to be present, or arrange for sufficient adult representatives to be present, throughout the hiring to ensure compliance with the provisions and stipulations contained or referred to in these Hire Conditions and any relevant licenses.

#### Responsibility of the Hirer

The Hirer must submit a risk assessment of any materials or actions that might introduce a hazard or increase any risk and should submit a risk assessment for their activity.

The Hirer shall be responsible during the period of hire for:-

- Being familiar with, and complying with, the guides provided for the use of Foundry House
- Ensuring that the Premises are kept secure for the duration of the hire
- Supervision of the use of the Premises and the care of its fabric and contents
- Ensuring that the purpose and conduct of the hire does not disrupt the use of any other room hired by other persons
- Ensuring that the Premises (including foyer, kitchen, kitchen appliances and

toilets as appropriate) are left clean and tidy with rubbish removed from the site at the end of the hire

- Ensuring that all equipment, chairs and tables have been returned to their storage positions safely, the Premises are cleared of people, all lights switched off, and the building secured, except for any facilities or room or public area in use by another continuing hire
- Ensuring that any temporary fittings and fixtures comply with Health and Safety guidance, and in particular ensuring that any decorations used are not a fire hazard
- Ensuring that any equipment or electrical appliances brought onto the Premises and used there shall be certified safe and in good working order, and used in a safe manner
- Ensuring that no animals (including birds), except assist dogs are brought into the building, without written permission of the Trustees of 21C on the occasion of a special event or hire agreed to by Foundry House
- Ensuring that no Barbeques, LPG appliances or highly flammable substances are brought onto the Premises

#### Fire Regulations

The Hirer shall:

- Ensure that the "Emergency Exit" signs are not obscured
- Ensure that the Fire Brigade is called to any outbreak of fire, however slight, and details given to Foundry House
- Prior to the start of an event indicate the fire exits and Evacuation Meeting Place to the persons attending the event
- Ensure that all fire exits in the hall they have booked are kept clear at all times, however, if any equipment, e.g. a piano, is positioned close to an exit, the user of the equipment is made responsible for moving it rapidly out of the way of the exits in the event of an emergency

- Ensure that the relevant hall lobby and foyer entrances are not blocked with items such as buggies, wheelchairs or mobile scooters

The Evacuation Assembly Point is the grassed area of The Commons in front of the entrance, away from the building. No person may re-enter the Hall without the permission of the Fire Brigade.

### **Use of Premises**

The Hirer shall not:-

- sub-let or use the Premises for any purpose other than that described in their Booking Application
- use the premises or allow the Premises to be used for any unlawful purpose or in any unlawful way
- do anything or bring onto the Premises anything which may endanger the Premises or render invalid any insurance policies in respect thereof
- allow the use of drugs on the Premises
- allow smoking in the Premises, in the patio area or in the vicinity of the entrances.

### **Car Parking**

Vehicles are parked at owner's risk, and may be parked only in the marked spaces. Parking spaces marked as reserved for holders of blue badges must be respected at all times.

### **Premises Licence and other relevant legislation**

The Hirer is responsible for:

- Ensuring no excessive noise occurs, particularly late at night or early morning, with a minimum of noise being made by any person on arrival or departure

The Hirer shall ensure that the users:

- do not contravene the law relating to gaming, betting, and lotteries
- comply with all conditions and regulations required by the Licensing Act, particularly in connection with events which include public dancing or

music, or stage plays, or films, or similar entertainment taking place at the premises.

A breach of this condition may lead to prosecution by the local authority.

### **Compliance with legislation relating to children or vulnerable adults**

The Hirer shall ensure that any activities at the Premises for children or vulnerable adults comply with current legislation in that regard and that only fit and proper persons have access to children or vulnerable adults. Child Protection Policies are the responsibility of the Hirer.

### **Indemnity**

The Hirer shall indemnify and keep indemnified each of the Trustees of 21C and their employees, volunteers, agents and invitees against:

- the cost of repair of any damage done to any part of the Premises including the curtilage thereof or the contents of the Premises
- against all actions, claims, and costs of proceedings arising from any breach of the Hall Conditions
- all claims in respect of damages, including damage for loss of property or injury to persons, arising as a result of the use of the Premises (including the storage of equipment) by the Hirer

As directed by Foundry House, the Hirer shall make good or pay for all damage (including accidental damage) to the Premises or to the fixtures, fittings or contents and for loss of contents

### **Insurance**

The Hirer must have a valid certificate of Third Party Public Liability Insurance and Employee Liability Insurance (if applicable).

The Hirer is responsible for ensuring that any catering company or operator hired to bring equipment such as bouncy castles onto the Premises has relevant and appropriate insurance, which shall include public liability insurance.

Commercial hirers must provide Public Liability insurance (£5,000,000 minimum indemnity).

### **Accidents and Dangerous Occurrences**

The Hirer must report all accidents involving injury to the public to an authorised representative of Foundry House as soon as possible, and complete the relevant section in Foundry House's Accident Book. The hirer shall ensure the appropriate medical assistance is sought, or an ambulance is called.

Any failure of equipment, either that belonging to Foundry House, or brought in by the Hirer must also be reported as soon as possible.

### **Stored equipment**

Foundry House may provide storage space, including lockers, for regular users, and may charge a deposit for the use of a key to these storage spaces. These keys remain the property of Foundry House, and, on request, must be returned to Foundry House. Foundry House accepts no responsibility for any stored equipment or other property brought onto or left at the premises and all liability for loss or damage is hereby excluded. All equipment and other property, other than that stored on the premises by agreement, must be removed at the end of each hiring or storage period. Foundry House may dispose of any such items 7 days thereafter at its discretion, by sale or otherwise on such terms and conditions as it thinks fit, and charge the Hirer daily storage fees and costs incurred in storing and selling or otherwise disposing of the same.

### **Cancellation by the Hirer**

If the Hirer of a single booking cancels their booking before the date of the event and Foundry House is unable to conclude a replacement booking, Foundry House may, at their discretion, require a further payment of hire fees or withhold part of the deposit and hire charge already paid.

If the Hirer of a repeat booking wishes to end their booking agreement before the it's agreed length, they must offer at least one months' notice.

### **Cancellation by Foundry House**

Foundry House reserves the right to cancel a hiring by written notice to the Hirer in the event of the Premises being required for use as a Polling Station for a Parliamentary or Local Government election or bye-election or referendum or if Foundry House reasonably consider that:

- such hiring may lead to a breach of the licensing conditions, or other legal or statutory requirements, or
- unlawful or unsuitable activities may take place at the Premises as a result of the hiring, or
- the Premises have become unfit for the use intended by the Hirer

In any such case the Hirer shall be entitled to a refund of any deposit or hire fees already paid, but Foundry House shall not be liable for any resulting direct or indirect loss or damages whatsoever.

### **Acceptance**

These Terms and Conditions will have been made available to the Hirer at the time of making the booking. By proceeding with the booking the Hirer is deemed to have accepted these terms and conditions

### **Membership of the Community Association**

Everyone who comes to Foundry House is very welcome to volunteer to help out and/or, for a small fee, become a member of the Community Association. For further details see [FOUNDRY HOUSE – A Community Centre for Pembroke](https://foundryhousepembroke.org.uk) ([foundryhousepembroke.org.uk](https://foundryhousepembroke.org.uk))

All groups making a repeat booking at Foundry House are deemed to be, during the period of their booking and at no extra charge, members of Pembroke 21C Community Association and as such, during the period of their booking, are eligible for 1 vote during Annual General Meetings. ▣





**FOUNDRY HOUSE SINGLE BOOKING - REQUEST**

SBR#1

Foundry House Community Centre, Orange Way, Pembroke, SA71 4DR. 01646 680090  
 admin@pembroke21c.org.uk <https://foundryhousepembroke.org.uk>

**Event Name**  
 - numbers attending & brief details

(e.g Children's Birthday Party, Concert, Conference etc)

Jim's birthday party - we expect about 40-6-8yr olds supervised by 6 adults

**Contact details for booking and invoice:**

Name & Address:

S. Potter  
 48 Queens Rd  
 Pembroke

Post Code : SA7 1

Email:

spgl.23@hotmail.com

Mob:

0123 45678910112

Tel:

01646 646123

Is the event organiser a non-profit?  OR a profit-making company /statutory body?

**Which Room(s) do you want to book at Foundry House?**

See over for current room hire charges

Front Hall

Back Hall

Conference Room

If you want to book the Front Hall do you plan to use the kitchen? YES  NO

NB Children's parties and other lively events need to book both halls

**NOTE BELOW which Day and Times you want to book**

NB these times MUST allow time for setting up and clearing away

Sat 26<sup>th</sup> Sept from 1.00 - 5.00pm

**NOTE BELOW any equipment or other resources you wish to use during your booking eg. electrical equipment, bouncy castle, inflatable slide or other apparatus?**

We have hired a bouncy castle from bouncy castles.com

## FOUNDRY HOUSE SINGLE BOOKING - AGREEMENT

<b>Current Room Hire Charges - all charges are per hour</b>		
<b>Local non-profit groups:</b>		
Front Hall*: £10.00	Back Hall: £10.00	Conference Room: £8.00
<b>Profit making organisations and statutory bodies:</b>		
Front Hall*: £15.00	Back Hall: £15.00	Conference Room: £12.00
*No extra charge for use of the Front Hall Kitchen but the terms and conditions for its use must be carefully adhered to		
BACS or Direct Debit to: Pembroke 21C Community Association Ltd, Sort Code: 40 36 24, Acc No: 51436287		

**Agreed Hire Charge & Method of Payment (e.g weekly, monthly, via BACS or Cheque)**

4 hrs at £20 = £80.00 less £20.00 deposit already paid = £60.00.  
 Sally will pay £60.00 by bank transfer before 20/9/21

**Please note below any Special Conditions relating to this booking**

A volunteer will open up FH at 1.00 pm  
 nb. Bouncy Castle.com will provide evidence of their public liability and other insurance policies

**On behalf of:** (group name)           Jims Birthday Party          

**I confirm the booking request details overleaf, and agree to:**

- a) The terms and conditions of the Foundry House Booking Agreement
- b) The hire charges and payment method stated above
- c) Any Special Conditions noted above
- d) 21C/Foundry House storing and processing this data

**Name (and contact details if different from that overleaf)**

\_\_\_\_\_

Signature           Sally Piller          

Date:           20/9/21          

Booking accepted by:           A TRUSTEE          

Signature           \_\_\_\_\_          

Date:           20/9/21



**FOUNDRY HOUSE REPEAT BOOKING - REQUEST**

RBR#1

Foundry House Community Centre, Orange Way, Pembroke, SA71 4DR. 01646 680090  
admin@pembroke21c.org.uk <https://foundryhousepembroke.org.uk>

Group Name: Pembroke Chess Club

**Contact details for booking and invoice:**

Name & Address:

JIM AINALILI  
21 South Parade  
Pembroke Post Code : SA71

Email:

JIMAK1@gmail.com

Mob:

123456789101112

Tel:

01646 646123

Is your group non-profit making?  or a profit-making organisation/statutory body?

**Which Room(s) do you want to book at Foundry House?** *See over for current room hire charges*

Front Hall

Back Hall

Conference Room

**NOTE BELOW which Day(s) and Times you want to book**

NB these times MUST allow time for setting up and clearing away

Fridays from 6.30 - 8.30 pm  
not during July + August

On what date do you want this booking to begin? Nov 5<sup>TH</sup> 2021

**NOTE BELOW any equipment or other resources you wish to use during your booking or anything you wish to keep in storage at Foundry House**

We will use chess sets, boards and  
clocks - we would like a small  
storage space

### FOUNDRY HOUSE REPEAT BOOKING - AGREEMENT

**Current Room Hire Charges - all charges are per hour**

**Local non-profit groups:**  
 Front Hall\*: £10.00      Back Hall: £10.00      Conference Room: £8.00

**Profit making organisations and statutory bodies:**  
 Front Hall\*: £15.00      Back Hall: £15.00      Conference Room: £12.00

*\*No extra charge for use of the Front Hall Kitchen but the terms and conditions for its use must be carefully adhered to*

BACS or Direct Debit to: Pembroke 21C Community Association Ltd, Sort Code: 40 36 24, Acc No: 51436287

**Agreed Hire Charge & Method of Payment (e.g weekly, monthly, via BACS or Cheque)**

2 hrs pw at £10.00 = £20.00 per week  
 to be paid each month by direct debit

**Booking Agreement Renewal Date, on or before:** 1st June 2022

**Please note below any Special Conditions relating to this booking**

Jim will store chess set etc in a drawer  
 in the reception desk - no charge

**On behalf of: (group name)** Pembroke Chess Club

- I confirm the booking request details overleaf, and agree to:**
- a) Terms and Conditions of the Foundry House Booking Agreement
  - b) The hire charges and payment method stated above
  - c) Any special conditions noted above
  - d) 21C/Foundry House storing and processing this data

**Name (and contact details if different from that overleaf)**

**Signature** [Signature] **Date:** Oct 12 - 2021

**Booking accepted by:** ATRUSTEE

**Signature** [Signature] **Date:** Oct 12 - 2021