



# Terms & Conditions for using Newport: BB Companies

The Boys' Brigade Northern Ireland is blessed to have excellent facilities at Newport. To ensure that all users benefit from these facilities, we ask that you observe some simple guidelines as detailed.

- Please take care of the facilities and clean up after any activity.
- Use of the car park is at your own risk. We will not accept any responsibility for any loss of, or damage to, any vehicle or its contents while it is parked on the premises.
- Please ensure parking is in a responsible manner and does not block any entrances/exits both on the property and the road outside.
- Please report any breakages, damage or loss to NIHQ following your visit.
- Be mindful of rising energy costs and turn off appliances, lights etc when not in use.
- Consumption of alcohol, smoking and vaping are not permitted at Newport. This includes the outdoor space.
- If displaying banners, posters etc please take care not to damage surfaces. You are welcome to use the noticeboards in the Nevin Hall.
- No animals (except guide dogs) are permitted on site without prior consent from NIHQ.
- Please respect the neighbours and keep noise to a minimum between 11pm and 7am.
- Campfires are only permitted at campfire area – please familiarise yourself with the risk assessment.
- Please ensure fire extinguishers are only used in a emergency situation and are not damaged/tampered with unnecessarily.
- Please ensure any activities comply with safeguarding, health and safety policies. We recommend risk assessments are prepared in advance of the event.
- On arrival, please familiarise yourself with fire alarm points and evacuation procedures.
- Please ensure you have sufficient trained, competent staff and or volunteers to run an event safely.
- Please look after keys during your visit and return as agreed.
- **RESIDENTIAL/ CAMPING** - Please lock gates **from the inside** at night and ensure that a leader keeps the gate key with them at all times.

## IN THE EVENT OF A FIRE

- Raise the alarm immediately by pressing on the break glass points
- Ring the emergency services on 999
- Evacuate immediately by the nearest safe exit route, move quickly but do not run
- Report to the designated assembly point - the grass area near the boundary fence
- The fire warden should check that everyone has exited the building



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- Everyone must stay outside the building and await the arrival of the NIFRS, only returning to the building when advised by NIFRS
- Advise Lisa Keys, Chief Officer NI of the situation: 07496 671818

**Hiring of the facilities is subject to the Terms and Conditions outlined in the document.**

I confirm that I have read and will abide by the Terms and Conditions outlined.

**Signed:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

(On behalf of The Hirer)

**Role:** \_\_\_\_\_

**Date:** \_\_\_\_\_