



The Hunstanton Observatory
Off Lighthouse Close, Hunstanton PE36 6EL
Email: publicity@west-norfolk.gov.uk
Website: www.hunstantonobservatory.co.uk

Booking Terms and Conditions 2023/24

The Borough Council of King's Lynn & West Norfolk reserves the right to refuse any proposed or booked event on the premises at any time, without advance notice and for any reason whatsoever.

If any damage is caused to the Observatory roof, solar panels or interior elements event organisers may be liable for **full cost** for repair or replacement.

There should be only one allocated member of the event organiser's team to operate the venue's rolling roof (using provided on-site instructions), and in a safe and secure manner.

Helium balloons, naked flames & smoke machines are not permitted in any area of the site. The use of glitter for any reason at all is strictly banned.

The BCKLWN bans the release of balloons and Sky Lanterns on the land it manages, including and especially the clifftop and nearby beach.

The nearest car parking to the site is the Clifftop Car Park (there are no specific concessions to the users of the Hunstanton Observatory and surrounding area):

[https://www.west-norfolk.gov.uk/directory_record/2824/hunstanton - cliff](https://www.west-norfolk.gov.uk/directory_record/2824/hunstanton_-_cliff)

All rubbish must be removed from site and the premises is to be left as you find it, with any interior light and screen to be turned off, and the door strictly and securely closed/locked.

If you are organising an event we will need a copy of your public liability insurance certificate and risk assessments at least 7 working days before the date of the booked event. If these documents are not supplied by that time, the BCKLWN will cancel the booking.

No alcohol to be consumed on the premises.

The Hunstanton Observatory site maintains A strict Plastics Free Policy

Water

No water is to be sold or supplied in single-use plastic bottles. Hirers and their clients/customers may access the refill station outside the nearby restrooms to refill reusable water bottles.

We kindly ask that venue hirers encourage clients/customers to not bring water in single-use bottles for their own personal use. Water may be sold/supplied in cartons and cans.

Straws

Hirers are not to sell, supply or hand out single-use plastic straws on any council premises. Alternative solutions include stainless steel straws, paper straws and bamboo straws. Those with medical needs or disabilities and who may rely on plastic straws are exempt.

Coffee Cups

Hirers are not to sell, supply or hand out single-use plastic/polystyrene coffee cups on any council premises. Hirers are asked to encourage customers/clients to bring their own personal refillable coffee containers.

Plastic plates and cutlery/stirrers

Hirers are not to sell, supply or hand out single-use plastic/polystyrene plates or cutlery/stirrers at any council premises.

Bags

Hirers are not to sell or supply single-use plastic bags; this includes biodegradable bags. Alternatives include 'bags for life' or paper bags. Hirers who are sub-letting the venue ie. for Craft Fairs/Gift Fairs are to advise sub-hirers accordingly.

Balloons

The sale or supply of balloons are not to be brought onto any council premises for any reason whatsoever including children's parties. The release of balloons and lanterns are banned on all BCKLWN land.

Fire Protection and Emergency Plan

As the responsible person for the event/ function, etc. you have legal duties with regards to the safety of those persons assisting or attending the event.

Before the event or function you should be aware of:

- what fire protection systems are present;
- how a fire will be detected;
- how people will be warned if there is a fire;
- what staff should do if they discover a fire;
- how the evacuation of the premises should be carried out;
- where people should assemble after they have left the premises and procedures for checking whether the premises have been evacuated;
- identification of key escape routes and exits, how people can gain access to them and escape to a place of safety;
- arrangements for fighting fire;
- specific arrangements, if necessary, for high fire-risk areas;
- how the fire and rescue service and any other necessary services will be called;
- procedures for meeting the fire and rescue service on their arrival and notifying them of any special risks, e.g. the location of highly flammable materials;
- what instruction employees or helpers need and the arrangements for ensuring that this training is given;
- limitation on numbers of people;
- any exit codes and padlocks which need removing from the fire exit, etc.;
- exit doors which are required to be in the open position are secure; and
- checking that all escape routes are clear of obstructions and combustibles.

Before the event or function you should decide:

- the arrangements for fighting fire;
- the arrangements for means of escape for disabled persons;
- the duties and identity of staff who have specific responsibilities if there is a fire;
- the arrangements for the safe evacuation of people identified as being especially at risk, such as contractors, those with disabilities, children, members of the public and visitors;
- how you will proceed if life safety systems are out of order, e.g. fire-detection and alarm systems, sprinklers or smoke control systems;
- who will be responsible for calling the fire and rescue service and any other necessary services;
- who will meet the fire and rescue service on their arrival and notifying them of any special risks, e.g. the location of highly flammable materials; and
- your plans to deal with people once they have left the premises, especially children.

At the start of the event or function you should notify all those present about:

- the smoking policy;
- the emergency warning signal;
- who is supervising and how to identify them;
- location of exits and escape routes;
- taking only valuables immediately to hand but not to go to collect other belongings;
- the location of muster points; and
- what will happen after that (e.g. re-entry to the building).

During the event or function you should ensure that:

- escape routes and exits do not become blocked;
- Strictly No Smoking Policy is adhered to;
- The observatory room does not become over-crowded;
- And if necessary, the number of persons in your premises is limited or controlled.

Personal Emergency Evacuation Plan (PEEP)

What is a PEEP?

A PEEP is a Personal Emergency Evacuation Plan. It is a bespoke 'escape plan' for individuals who may not be able to reach an ultimate place of safety unaided or within a satisfactory period of time in the event of any emergency.

Who needs a PEEP?

PEEPs may be required for anyone with:

- Mobility impairments Sight impairments
- Hearing impairments
- Cognitive impairments
- Other circumstances
- Short term injuries (i.e. broken leg) Temporary medical conditions
- Those in the later stages of pregnancy

If a PEEP is needed then this should be provided by a member of your organisation.

The underlying question in deciding whether a PEEP is necessary is "can this person(s) evacuate the building unaided, in a prompt manner, during an emergency situation?" If the answer is "no", then it is likely that a PEEP is needed.

On signing the booking form you are confirming that the terms and conditions of hire and the fire regulations are understood by the hirer.

Please Note: The BCKLWN does not give permission - and actively discourages venue hirers - to publicise their event by flyposting around Hunstanton town

The 10-man Hunstanton Observatory and exterior pads

	Mon-Fri	Sat or Sun Day Rate	Fri or Sat
Evening Rate	Minimum 2 hours	8am-5pm	6pm – 11.45pm
Private Hire	Currently FOC	Currently FOC	Currently FOC
Commercial Hire	Currently FOC	Currently FOC	Currently FOC