

ST MARY'S STEVINGTON
CHURCH ROOM
CHURCH RD.
STEVINGTON MK43 7QB

Terms and Conditions of Hire

Booking:

The information covers the conditions on which the hire is made, and the restrictions placed by the PCC and the Local Authorities on activity in the Church Room.

Signature to a Hiring Agreement commits the Hirer to their observance. Hirers should therefore read this information carefully, and consult the Booking Secretary, who is the authorised representative of Stevington PCC. As from June 2018, the Booking Secretary is Robert Eadie, robert@eadies.org.uk, 01234 826198.

FACILITIES

Main Hall: Rectangular with a solid floor, approximately 6m x 13m.

Capacity is for up to 110 people including adults and children, and this must not be exceeded.

Furniture: Up to 7 larger (seat 8) and 3 smaller (seat 6) folding rectangular tables. These are not all kept permanently in the Church Room, and the Hirer should liaise with the Booking Secretary about how many they require. 69 folding chairs on racks.

Piano: There is a fine Bechstein piano in the Hall, which may be used only by accomplished pianists and with the prior agreement of the Booking Secretary.

Kitchen: The facilities include an electric oven/hob, double sink with drainer, fridge, electric kettle, urn, electrical sockets, crockery & cutlery, and all meet current Environmental Health Standards. Oven gloves are not provided. For their own safety children are only allowed in the kitchen with permission from the designated adult.

Toilets: In a separate building close to the Main Hall, there is a female and a male/disabled toilet.

Some Parking is available on the roadside, but hirers are requested to park away from housing on the main road. Cars parked at owner's risk.

Garden The tables and folding chairs may be used outside but must be returned to their original storage place after use.

Access There is disabled access only by prior arrangement with Kathy Brown, The Manor House, Stevington.

Telephone: There is no public telephone in the hall. Hirers are advised to bring their own mobile phone.

Public Wi-Fi is available in the building.

STANDARD CONDITIONS OF HIRE

Charges

Hire of Hall and all facilities	£6:00 per hour	This includes toilets, kitchen and all equipment.
If electric heating is required	£8:00 per hour	
Tables	£10:00 per day	(charges may be negotiated)
Chairs	£10:00 per day	(charges may be negotiated)
Crockery	£5:00 per day	(charges may be negotiated)
Cutlery	£5:00 per day	(charges may be negotiated)

Priority will be given to local residents and organisations within the village.

RESPONSIBILITIES OF THE HIRER

The Room will be unlocked for the period of the hiring and the Hirer is then responsible for the security and safety of the building fabric and contents, providing adequate supervision, the care and the behaviour of all persons using the premises. Do bear in mind that the building is in a residential area and avoid disturbing the local residents.

If the Hirer wishes to leave any items or equipment overnight, then this should be arranged at the time of hiring.

At the end of the hiring the Hirer is responsible for leaving the premises and surrounds in a clean and tidy condition, with any contents temporarily moved from their usual positions properly replaced. Any failure or breakage of equipment belonging to the Hall must be reported as soon as possible.

Floors should be swept and/or mopped as necessary.

The PCC may make an additional charge if any of the above are not complied with.

The Hirer shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire, or use the premises, or allow the premises to be used for any unlawful purpose or in any unlawful way. The Hirer shall not do anything, or bring onto the premises anything, which may endanger the same or render invalid any insurance policies.

The PCC reserves the right to refuse any application for hire without stating the reasons for so doing.

HEALTH AND SAFETY

Smoking is prohibited in the building.

Heating No unauthorised heating appliances may be used on the premises.

It is the responsibility of the Hirer to ensure that: -

- Damage is not caused to the building, its facilities or decorations, which is likely to present a health and safety hazard.
- Equipment and facilities are used appropriately and safely, and only by those who are confident to make proper and safe use of them.
- During and after use of the building, all fire exits remain unobstructed both inside and outside and able to be quickly opened in an emergency.
- No equipment and facilities provided for use in the event of a fire are tampered with and that a responsible person is familiar with their use.
- Activities are carried out in a safe manner and in accordance with the most recent health and safety guidance provided for that activity.
- The building is returned to the arrangement and condition it was in at the commencement of the hire period.

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Local Magistrates' Court, or otherwise, particularly in connection with any event which includes public dancing, music or other similar public entertainment or stage plays.

Health and Hygiene

The Hirer shall, if preparing, serving or selling food, observe all relevant health and hygiene legislation and regulations.

The Hirer shall ensure that no animals (including birds) except guide dogs are brought onto the premises and no animals whatsoever are to enter the kitchen at any time.

Electrical Appliance Safety

The Hirer shall ensure that any electrical appliances brought into the premises and used there must be PAT tested and be in good safe working order and used in a safe manner. Any temporary installations must comply with British Standards and be removed at the end of the hire period.

Electrical Equipment

Electrical equipment provided is regularly inspected and must be used by the Hirer safely and only for its intended purpose. It is the responsibility of the Hirer to report equipment that is found to be faulty. Such equipment should not then be used.

Pyrotechnics, fireworks, bonfires and BBQs are forbidden within the Room and the surrounding garden area.

The Hirer must not bring any equipment into the building that is powered by naked flame. Particular care must be taken if candles are used.

The use of Disco smoke machines is forbidden as these set off the smoke alarms.

Responsible Adults and Safeguarding – Children and Vulnerable Adults

The Hirer shall ensure that any activities for children comply with the provisions of safeguarding and any other subsequent laws governing the supervision of children. The hirer must also ensure that only fit and proper persons have access to the children and there is due supervision of vulnerable adults. See St Mary's and FOSM Guidelines. During any event the Hirer must ensure that a sufficient number of responsible adults are familiar with the evacuation and emergency procedures, whenever the premises are open to the public.

First Aid

All accidents must be recorded in the Accident Book, located in the cupboard by the main door. There is a First Aid Kit, and a Minor Burns Kit in the kitchen. In the event of an accident occurring which results in anything other than minor cuts or abrasions, it must be reported to the Booking Secretary/PCC.

EMERGENCIES

The Hirer and/or other responsible persons present should be conversant with the location and correct use of first aid and fire-fighting equipment and with the procedures for emergency evacuation of the premises as detailed on the plans and notices displayed throughout the building.

The Fire Brigade should be called to any outbreak of fire and the circumstances reported immediately by the hirer to the Booking Secretary or other PCC member.

There is no phone in the hall. Hirers are advised to bring their own mobile phone.

REFUSE

All refuse resulting from the hire must be removed from the building and placed in the outside wheelie bins.

ALL GLASS and any refuse in excess of bin capacity must be removed from the premises.

PUBLIC LIABILITY INSURANCE

St Mary's PCC provides cover for those who use the Church Room for private or social purposes.

Commercial users (defined as individuals, groups or organisations making a profit or financial gain out of using the building) are not covered by St Mary's Policy and must arrange their own insurance.

Claims may be judged invalid if any hirers or users fail to observe:

- The Terms and Conditions of Hire Guidelines and notices issued or erected by the Management Committee
- Relevant Licensing conditions
- Current Health and Safety requirements

Indemnity

The Hirer shall indemnify Stevington PCC for the cost of repair of any damage done to any part of the property or grounds or contents of the buildings, which may occur during the period of, or as a result of, the hiring.

The Hirer shall be responsible for making arrangements to insure against any third party claims which may lie against him or her (or the organisation if acting as a representative) whilst using the Church Room.

LICENCES

Please note that the Church Room is not permanently licensed for the sale of alcohol.

If alcohol is to be sold on the premises at an event, an application must be made by the hirer for consent from the Booking Secretary to apply to the Licensing Authority for a Temporary Events Notice.

Any bar set up under a Temporary Events Notice must remain within the building and not be set up outside of the building.

There is no restriction on the serving of alcohol to adults where those attending the event make no payment for the alcohol. The law takes both direct and indirect payment into account. Where there is any connection between payment and consumption a Licence may be required, e.g. where free drinks are advertised but participants pay an entrance fee to the event, or donations are accepted.

The use of alcoholic drinks as raffle prizes does not require a licence. Hirers who are in any doubt about the validity of serving free alcoholic drinks should seek advice from the local Police Licensing Officer.

Note: - Use of the licensed premises, otherwise than in accordance with the terms of the licence, may render the licensee and any other person (including the Hirer) who allows the premises to be so used guilty of an offence under the Licences Act.

The Hirer shall ensure that care is taken to avoid excessive consumption of alcohol. Alcohol shall not be served to any person suspected of being drunk or to any person suspected of being under the age of 18. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises. No illegal drugs may be brought onto the premises.

The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries Act.

Hire Agreement between the PCC and the Hirer.

As Hirer of the Church Room Stevington,

From (date) (time).....

To (date)..... (time).....

I agree to the above conditions.

Print Name:

Signed

Address:

Phone(s):

Email:

Other details:

Payment details:

Booking Secretary (Robert Eadie) on behalf of St Mary's PCC

Signed