

# DIOCESE OF ARUNDEL AND BRIGHTON - PARISH HALL CONDITIONS OF HIRE

## **Note : Hall keys must be collected from and returned to Mrs Helen Naughton – the Hall Administrator – address and phone number at the bottom of this page.**

Note : References to the Parish Priest include the Parish Priest and / or the Hall Administrator, his nominated representative, who can act on his behalf. Bookings, cancellations and administrative arrangements should normally be agreed with the Hall Administrator.

### **1. Use of Parish Hall**

- The use of the parish hall during the period of hire shall be confined to the use or uses identified in the Hiring Agreement.
- Functions in the parish hall will, as a general rule, terminate no later than 23.00. A Hirer who wishes an extension to this will need to have this agreed on the Hiring Agreement.
- Teenage parties are not permitted
- The parish hall is an essential part of the infrastructure of St Hugh' church. When the Hall is needed for church business, the Parish event will always take precedence and we will only contact you to change your booking as a last resort

### **2. Hire Charges**

- Payment must be made in advance.
- Provisional acceptance of a booking will be given on receipt of £100.00 or 25% deposit, whichever is the greater, for all bookings and the remainder of the fee is due 14 days in advance of the hire.
- Deposits will be refunded provided conditions of hire are complied with.

### **3. Cancellations**

- Cancellation of bookings must be received by the Hall Administrator not less than 7 working days in advance of the date of hire.
- In the event of cancellation the deposit will be forfeited.
- Cancellations received less than 7 working days before the hiring will forfeit the hiring costs in full.
- The Parish Priest reserves the right to cancel any booking without prior warning or to vary these conditions or the hours of the booking.

### **4. Preparation and Cleanliness**

- The Hirer is responsible for setting up the room.
- The Hirer is required to leave the premises in a clean and tidy condition.
- The Hirer is required to remove all waste and rubbish from the site when leaving the premises. Hirers may NOT put rubbish in the Parish waste and re-cycling bins
- The Hirer is requested to replace chairs and tables and to close all windows and external doors on completion of the booking.
- Setting up and tidying up at the end must be included in the Session timings.

### **5. Damage and Breakages to Parish Property**

- Breakages must be reported to the Hall Administrator within 24 hours of the incident.
- Hirers must indemnify the Parish for any damage, however caused, arising during or in respect of the Session.
- The Hirer shall take all reasonable precautions to ensure and safeguard the safety of persons and parish property including property in and upon the buildings and grounds by the provision of adequate supervision and control at all times.

### **6. Noise and Public Order**

- Hirers using amplified music are required to keep the volume to an acceptable level to avoid causing nuisance to neighbours or other users of the parish properties.
- All amplified sound must cease by 23.00.
- Hirers are requested to keep noise down to a minimum when leaving the premises.
- Particularly bearing in mind that the Premises are part of Church property for which proper respect is demanded, the Hirer will, without question, comply with the requirements of the Parish for the purpose of ensuring public order and decency. The Hirer shall be responsible for ensuring that in all cases conduct shall be decent, sober and orderly and nothing contrary to sobriety, decency or good manners shall be performed, produced, exhibited or represented therein.

Hall Administrator – Helen Naughton, 14 Farthings, Knaphill, Woking, Surrey GU21 2JS

## 7. Indemnification

- The use of the parish hall is entirely at the risk of the Hirer. The Hirers shall indemnify the Parish against all claims, demands, actions or proceedings and any loss, damage or injury which may be brought against or suffered by the parish arising from or in consequence of the non-observance or non-performance of any of these conditions or any act, neglect, default or omission of the Hirer, his agents or servants, and all claims, demands, actions or proceedings in respect of the death or injury howsoever and by whomsoever caused of or to any person which shall occur or arise from any accident or occurrence which shall happen while such person is on or upon any part of the premises or its environs during the period of hire or in respect of any loss or damage suffered or sustained by any person in consequence of any such death or injury.
- The Parish is not responsible for any loss due to any breakdown of machinery, failure of supply of electricity, repair work, leakage of water, Government restriction or act of God, which may cause the hired premises to be temporarily closed or the hiring to be interrupted or cancelled. The Hirer shall indemnify the parish against any claim, which may arise out of the hiring in respect of any such loss, damage or injury.
- The Hirer shall adequately insure with a Insurance Company to a minimum limit of indemnity of £5 million approved by the Parish against the foregoing and produce evidence thereof on demand.

## 8. Expiration of Hire

- Should the Hirer or his/her agents, servants or licensees remain on the Premises after the expiration of the period of hiring for any reason whatsoever, he/she will be liable to be charged in accordance with the scale of charges for the subsequent hire session of the facility and for any other charges incurred.

## 9. Sub-Letting

- The Hiring Agreement is personal to the Hirer and the Hirer shall not assign the benefit or interest he/she may have in the premises or sub-let or share possession of any part of the premises.

## 10. Health and Safety

- The parish hall is a **NO SMOKING BUILDING**.
- It is the responsibility of the Hirer to observe all regulations, rules and conditions of licensing that pertain to issues of health and safety.
- The Hirer shall not bring or permit any other person or agent to bring articles of an inflammable or explosive nature which could cause damage or injury onto the Premises (or any article producing an offensive smell, or any oil, electric, gas or other engine).
- No additional cooking facilities may be brought into the building by the Hirer or by any person on their behalf.
- All seats are to be arranged with sufficient gangways to afford proper means of exit and all passages and exits must be kept free from obstruction.
- Caterers, contractors and persons employed by the hirer to supply refreshments will be required to observe all hygiene regulations and such other reasonable requirements of the Chief Environmental Health Officer.
- Those in attendance during the Session shall not exceed the numbers stated in the Hiring Agreement.
- The Hirer must familiarise him/herself with the procedures in the case of fire and/or evacuation. Notices are displayed throughout the premises.
- Unless specifically approved by the Parish in writing, dogs or other animals will not be admitted to the Premises, except for guide dogs.
- No wax, water or powder shall be placed on the floors.
- The award of live animals as prizes is prohibited.
- Electrical equipment, other than that belonging to the parish, must be tested in accordance with current regulations and the Hirer must be able to provide an appropriate Portable Appliance Testing (PAT) certificate, (if requested).
- Don't stack chairs more than 5 high to prevent accidents with toppling stacks. Don't allow children to climb on stacked chairs.
- Please refer to the supplementary Health & Safety notes on the 'Information for Hirers' page.

## 10. Health and Safety - ctd

### • **CAR PARKING**

- Parking at the front of the church is strictly reserved for people in the 'Blue Badge' scheme
- The path between the church and the hall is a designated Fire Exit and must not be obstructed with cars at any time when either the church or hall are occupied.
- Hirers may park vehicles in the church car park, on the far side of Victoria Road, opposite the church. The car park is primarily for the use of Parishioners attending services at the church and users should time their arrival / departure to allow free access for Parishioners. Service times are : Mon/Tue/Wed/Fri 09.45-10.45, Sat 18.00-19.30, Sun 09.00-13.00. Funerals, Weddings, Baptisms and certain Feast Days are arranged separately – please check with the Hall Administrator

## 11. Sale of Alcohol

- The sale of alcohol is prohibited. The Hirer may provide his/her own alcohol with the permission of the Parish Priest.

## 12. Security of Personal Property

- The Parish will not accept any responsibility for any loss or damage to articles or equipment left upon the premises.
- Property used in connection with any hiring shall not be left upon the premises after the hiring. The parish shall be entitled to dispose of any property left on the premises, as it sees fit.
- The Parish will accept no responsibility for such property, and the Hirer shall be responsible for any costs or expenses incurred in the removal or storage or disposal of such property.

## 13. Wall Hanging/Decorations etc.

- The Hirer shall **not attach to the walls and ceilings** anywhere in the premises any decorations of a permanent or semi-permanent nature or attachments without the permission of the Hall Administrator. Hooks are provided on the pillars and the rear wall of the large hall for attaching decorations.

## 14. Licensing

### • **Performing Rights Licensing**

The Parish is not authorised to permit the use of copyright material in functions for which the premises are let. The organisers of functions on the premises must arrange directly with the Performing Rights Society and Phonographic Performance Ltd. for all licences required for the use of copyright material and undertake to indemnify the parish in respect of any claim made under copyright law.

### • **Film Shows**

No film shall be shown unless the consent of the Parish Priest is first obtained. The Hirer shall comply where applicable, with the requirements of the Cinematograph Act. (The premises are not licensed under the Act).

### • **Bingo, Gaming Licence Duty**

The playing of Bingo, or other forms of permitted gambling must conform to all statutory and other current gaming regulations and requirements. Failure to adhere strictly, immediately terminates the Hiring Agreement with the parish. Current regulations are available from HM Customs and Excise.

### • **Public Entertainments Licence**

The parish hall does not hold a Public Entertainment Licence. Public entertainment is prohibited.

## 15. Right of Entry

- The right of entry to the premises is reserved to the Parish Priest or any agent of the parish any time during the hiring. The Parish Priest also reserves the right to refuse admission or to ask any person to leave the premises without stating any reason therefore.

## 16. Child Protection

- A Hirer for children groups will attach a copy of their own child protection procedures to this agreement and by signing this agreement will affirm that these procedures will be adhered to at all times. Any Hirer wishing to make use of parish accommodation and facilities that do not have their own procedures will be provided with a copy of the Diocesan Child Protection Procedures. The Hirer will sign an affirmation undertaking to follow the Diocesan procedures in relation to all their work with children and young people, preventing child abuse and responding to child protection concerns.

## **17. Failure to Comply**

- The Parish Priest reserves the right to terminate any hiring immediately in the event of the Hirer failing to observe or perform any of the conditions or regulations herein contained and the Parish may retain the hiring fee, deposit and any other charges paid by the Hirer.

## **18. Modification of Conditions**

- The Parish Priest reserves the right to modify or vary any of these conditions or regulations or to impose special conditions where in his opinion the nature of any application so demands.

## **19. Loss of Use of the Premises Through Strikes etc.**

- The Parish will not be responsible for any loss or damage suffered by the Hirer in the event of the accommodation not being available by reason of accident, war, civil commotion, force majeure, strike, lock out or any other cause beyond the control of the Parish. The decision of the Parish as to whether or not the accommodation is available within the meaning of this condition shall be final and binding on the Hirer.

## **20. Publicity And Marketing**

- The publicity and marketing of any dance, concert or entertainment shall be the full responsibility of the Hirer.

## **21. Cancellation Of An Event**

- The Hirer is responsible for the running and staging of the event within the terms of this Hiring Agreement. The Parish will be under no liability to any third party resulting from the cancellation or alteration of the event or any other matters that are the responsibility of the Hirer. The Hirer will indemnify the Parish against all such liabilities.

## **22. Vacating the Premises**

- On leaving the premises, the hirer is responsible for making the hall safe and secure by taking the following actions :-
  - Turn all gas heater thermostats to the 'N', 'Frost Protection' setting
  - Turn off the electric heater in the small hall
  - Close and fasten all windows
  - Ensure that all taps and lights have been turned off in the toilets
  - Switch off the extractor fan, water heater and boiler in the kitchen area
  - Ensure that all controls on the oven are in the 'Off' position
  - Ensure that all fire doors are correctly closed and bolted
  - Remove all your waste and rubbish from the site
  - Switch off all lights
  - Double lock the main exit door
  - Return the Hall keys to the Hall Administrator at the agreed time
  - Report breakages and non-functioning equipment to the Hall Administrator

# **DIOCESE OF ARUNDEL AND BRIGHTON**

(Registered Charity No. 252878)

## **Changes – July 2010**

**Section 4** – Re-states that Hirers must remove all waste from the site and that the Parish waste and re-cycling bins may not be used

**Section 10** – a sub section on car parking has been added to ensure that Blue Badge holders can park and access the church facilities easily and that the Emergency Exit path between the Church and Hall is not obstructed whilst the buildings are in use.



## St Hugh of Lincoln Church

### Health & Safety

### and the Hire of the Church Hall

Thank you for hiring our Church Hall for your event. We sincerely hope that your visit to St Hugh's will be a happy and safe experience. Sadly, accidents do happen and we, in the church community, have a duty to try to make our properties as safe as possible for you to prevent accidents happening. To achieve this, we ask for your help by reading these brief notes which provide guidance on the use of the Hall, what to do in the event of an emergency and how to log and report any accidents which occur or hazards which you identify. Our guiding principles are captured in the Diocesan Health & Safety policy, part of which is reprinted below.

Extract from the Diocesan Parish Administration Manual : Section 13 – Health & Safety Policy

“Effective health and safety management reduces the risks associated with our activities and helps to prevent accidents, injury and ill health. We shouldn't look on it as preventing us from doing things so much as asking ourselves if what we are doing is safe and whether we could improve safety by doing things differently.

What we are aiming for in the Diocese, is to provide and maintain an environment which allows people to be involved in God's work and celebrate their beliefs without being harmed.”

In the context of the current Health and Safety legislation, the Parish Priest is the 'Responsible Person' for the Parish who is charged with ensuring that the correct processes and procedures are in place to comply with current H&S requirements. The Parish Finance Committee is responsible for assisting with the overall development and delivery of the H&S policy in the parish.

Where special 'Events' are being planned, it is the responsibility of the event co-ordinator to ensure that the Health and Safety of the participants is actively considered and incorporated into the planning and delivery of the event. This is particularly important when planning events which include:-

- Young people and infants
- The use of candles
- People with special needs
- Large numbers of people
- People who may not be familiar with the church or the surrounding area

Because of the adverse publicity and penalties applied where accidents occur and no proof of H&S considerations can be provided, it is essential for responsibilities to be assigned to individuals who are competent to undertake the duty, providing them with check lists which detail their duties. The co-ordinator is responsible for ensuring that each nominated person is present at the event and if any nominated person fails to attend, reassigning their duties.

## St Hugh's Church Hall – Information for Hirers

1. The Hall contains a number of pieces of equipment. If you are uncertain how these work, please ask for a demonstration before commencing the hire. A folder containing many of the equipment brochures is stored in the bottom drawer in the kitchen. Please report any damaged equipment to the Hall administrator as soon as possible to enable us to repair or replace and to avoid inconveniencing future Hall users.
2. When the Hall is occupied, the exit door in the kitchen servery must remain unlocked as this is a Fire Exit. All other doors have crush bolts which allow them to be opened from the inside in the event of an emergency. Vehicles must NOT park on the path between the Church and Hall as this is classified as an Emergency Exit.
3. The main electrical isolator for the Hall, the gas meter and isolating valve and the water stopcock are all located in the meter room off the main hall. For safety, this door must be kept locked unless access is required to the valves or meters.
4. **Gas Leak**  
If you smell gas when entering the building, leave any accessible doors and windows open to vent the gas. Evacuate the building and move a safe distance away from the Hall, stopping access to other personnel. Call **Transco on 0800 111 999** to report the leak as an emergency. Call at the Presbytery and advise the Parish Priest – if he is not available, call the Hall Administrator. Don't light matches or operate electrical equipment.
5. **Fire**  
In the event of a fire, the most important factor to consider is the safety of the people in the Hall and the surrounding area. Evacuate the Hall and ask a responsible person to lead those evacuated to safety – congregate in the church car park on the far side of Victoria Road for a roll call – a safe distance from the fire and leaving clear access for the emergency services. Ask them to summon the emergency services and call at the Presbytery to advise the Parish Priest. Quickly assess the fire:
  - is anyone trapped or missing? Search the accessible areas – consider your own safety!! Notify the fire brigade on arrival.
  - can the fire be tackled with the on site fire extinguishers? If the fire is small, consider tackling it with a suitable extinguisher – consider your own safety!!
6. **Emergency Contacts**  
In the event of any emergency, you MUST notify the Parish Priest in the Presbytery, next to the Hall. His house may also be in danger! If he is not available, contact the Hall Administrator. Contact emergency services as appropriate.
7. **First Aid / Accident Book**  
A First Aid kit is kept in the Hall. Please feel free to use this for minor accidents. If you use the box, please advise the Hall Administrator so that supplies can be replenished. If you need to use the First Aid box, you should also consider filling in the Accident Book. Once the details are complete, please return the tear off slip to the Hall Administrator.
8. **General**  
Your attention is drawn to section 10 of the Hire Contract which specifically covers our Health and Safety requirements. The list is NOT exhaustive and users of the Hall are reminded of their responsibilities under the various pieces of Health and Safety legislation.
9. **After the Event – Vacating the Premises**  
Section 22 of the Hire Contract lists the responsibilities of the Hirer when vacating the premises. All of these actions are essential to maintain the safety of the Hall, our neighbours and future Hall users. Please ensure that the Hall is correctly secured and all services are correctly shut down as detailed.  
  
We reserve the right to claim excess costs from a hirer where gas, electric and water services are not reset to their correct state as detailed in section 22 of the Hire Contract.
10. **Hot Water Boiler**  
The water boiler delivers **VERY HOT WATER**. Please do **NOT** allow minors to climb on to the kitchen work top or to operate the boiler valve.