

**ST OSWALD'S PREESALL PARISH HALL**

**BOOKING FORM**

Booking Secretary; Mrs Karen Taylor 14 Ambleside Ave, Knott-End  
Poulton Le Fylde FY6 ONF  
Tel: 01253 921793

Name of Individual/Group hiring the Hall.....  
.....

Contact Person..... (must be over 18)

Address.....

Email.....Tel No.....

1. I confirm that I have received the PCC letter outlining the limits of the PCC's public liability insurance cover for hirer's activities/ events in the Parish Hall.
2. I confirm that.....public/ personal liability insurance cover has been arranged with.....
3. I confirm that I have read the PCC health and safety points for the hirer's activities/events in the parish hall.
4. I confirm payment of ..... has been made in full.

Date Hall booked..... Time booked.....

Room required –Main Hall – Bay window end – Stage end –  
Small meeting room – Extension Meeting room....*(Please circle)*

Signature of hirer.....Date.....

Treasurer; Mrs Jane Fletcher, Larkholme, Lancaster Road,  
Knott End FY6 0DX

Email: [stoswaldsfinance@gmail.com](mailto:stoswaldsfinance@gmail.com)

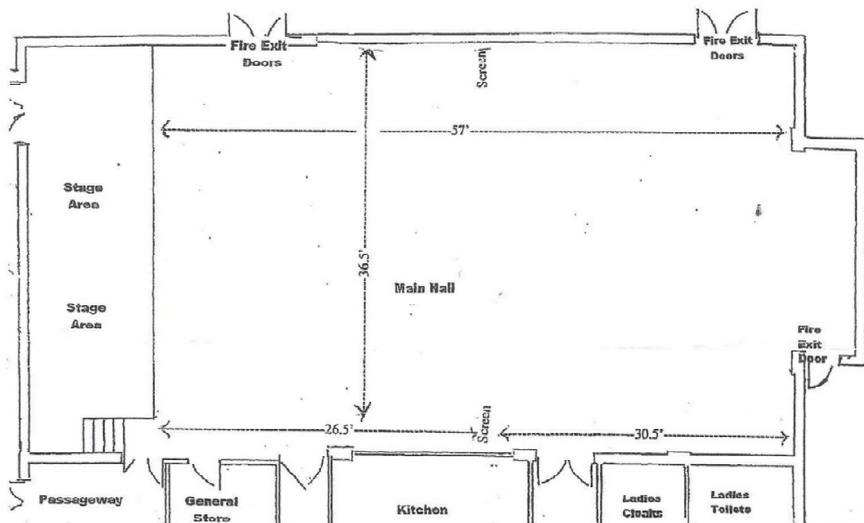
Preferred method of payment BACS

St Oswald's PCC Hall Fund Account No. 13324365 Sort Code  
010333 Payee reference –name on booking.

This form and your remittance must be forwarded before the  
event takes place.

Please advise number of people attending.....

Tables (4ftx 2ft) required..... Chairs required.....



**ST OSWALD'S PARISH HALL PREESALL**  
**HEALTH & SAFETY**

As the owner of the church hall, the parochial church council accepts its responsibility regarding health and safety and is anxious to ensure that all children and young persons (up to the age of 18) using our premises and facilities do so safely and without harm. With this in mind we ask that you observe the following points:

1. The church hall operates a NO SMOKING policy.
2. The PCC do not accept personal responsibility for any group or activity which is out of their control.
3. The hall is only to be used for the purpose it was booked for.
4. No illegal substance may be brought onto the premises.
5. Should any damage be caused it is the hirer(s) responsibility to inform the hall secretary as soon as possible.
6. All emergency exits must remain free of obstructions.
7. Turn all non-essential electricity off when not in use.
8. Know where the fire extinguishers and fire exits are.
9. Appoint a responsible person to familiarize themselves with the fire alarm system, a copy of which is in the main corridor and at the panel.
10. Know where the First Aid equipment is if you do not have your own.
11. Ensure that you have sufficient adults present at all times to supervise children present at your activity.
12. Children are not allowed on the premises unsupervised at any time.
13. It is your responsibility to arrange additional insurance should your activity be outside of the terms of our Public Liability Insurance.
14. The PCC's Children's, Young People and Vulnerable Adults Policy is available from the safeguarding officer Janet Danson-Smith Tel: 01253 811828
15. The hall hirer is responsible for the appropriate use of Wi-Fi.
16. No public telephone is available within the hall.
17. Ensure you and your staff and any others who are to use the hall are familiar with the layout for emergency evacuation where appropriate and leave the building immediately calmly and safely.

**ST OSWALD'S PARISH HALL PREESALL**  
**PUBLIC LIABILITY INSURANCE**

It is necessary to write to you, on behalf of St Oswald's Parochial Church Council, to inform those who hire the hall for an occasional private function of the limits of the PCC's Public Liability Insurance.

Our insurers are the Ecclesiastical Insurance Group. Our public liability policy covers us for any claim for third party injury/damage caused by our negligence or by a defect in the hall's structure/fittings/furniture. It does not however, provide cover for those who hire the hall for any claim which results from their negligence or by a defect in any item which is the property of the hirer, or which the hirer has caused to be brought into the premises.

For example, a claim arising from a fault with the electrical installation would be the PCC's responsibility. If however, there were to be fire damage caused by an electrical item owned by the hirer, or brought into the hall with the hirer's permission, that would be the hirer's responsibility. Likewise, an accident due to furniture breaking during reasonable use would be the PCC's liability. Endless examples could be given but we hope that these show the types of insurance issues which need to be considered by all parties.

It is in this context; the PCC has a duty to advise you of the limits of our public liability insurance for your function. Our advice to all hall users, based on the advice of our own insurer is that we need to have adequate public liability insurance for their events.

The PCC needs to maintain a written record showing:

1. All hirers have been informed of the situation regarding public liability insurance.
2. All hirers have given the name of the insurance company/office with which they have arranged public liability insurance cover.
3. If they have not arranged such cover, indicate that they are giving active consideration to doing this. Public liability insurance for individual hirers may be included in house contents insurance. Please check with your own insurer for confirmation.

If you wish to discuss this matter further please contact Hall booking secretary Karen Tel: 01253 921793

## **ST OSWALD'S PREESALL**

### **HALL MANAGEMENT COMMITTEE**

#### **TERMS OF REFERENCE**

1. The Hall Management Committee
  - Is a subcommittee of the parochial church council (PCC).
  - Is responsible to and reports to the PCC which has the executive authority of management and policy.
  - It shares in the outreach of St Oswald's Church community and as such is an integral part of the mission of the church.
2. Membership is derived from the membership of the PCC. The committee can co-opt other members to serve in an advisory capacity.
3. The Committee is the first point of reference for any disputes or disagreements over lettings, bookings of rents. Any unresolved matters are then passed on to the PCC.
4. The Committee is empowered to provide day to day management of the hall in terms of lettings, bookings, rents caretakers and facilities and generally facilitating the running of the Hall.
5. The Committee is responsible for ensuring that the Hall remains fully compliant with all the relevant Health and Safety, Food Hygiene and Licensing regulations.
6. The Committee's role is to provide, to the PCC, a report of the current situation with regards to use of the Hall.
7. Recommendations regarding policy are reported to the PCC for discussion and decision.
8. The Committee has authority from the PCC to spend up to £300 in exceptional circumstances. Any decision to do so can only be taken at a full meeting with minutes of the Hall Management Committee.

**ST OSWALD'S PARISH HALL PREESALL**  
**KITCHEN USE - CATERERS AND BAR MANAGER**

**KITCHEN**

Caterers have access to all kitchen facilities, but must state the numbers when booking for crockery and cutlery.

The Kitchen is to be left in a clean and tidy state.

1. If you cook in the kitchen, the extractor fan must be used to reduce condensation.
2. If the cooker has been used, it must be left clean both inside and the top of the oven.
3. The kitchen table must be left clear and cleaned.
4. The kitchen tops and sink areas must be left clean and tidy.
5. The dishwasher is available but must be emptied by the hall user before leaving (quick cycle 20mins)
6. All crockery and cutlery used must be cleaned and put away in the appropriate places.
7. All food stuff must be stored in sealed containers in both cupboards and the fridge and clearly labelled.
8. We provide washing up and dishwasher liquid but each hirer must bring any dishcloths and drying towels and take them away at the end of each session. Any left will be disposed of.
9. The kitchen floor must be brushed and mopped on leaving. All equipment is available in the caretaker's cupboard.
10. All rubbish must be placed in black bin bags provided and placed in the large red bin red outside.
11. Any breakages that occur during the hire must be reported and paid for in full.

**BAR**

Please note the responsibility for obtaining a licence lies with the persons running the bar, when alcohol drink is to be sold.

No alcohol should be left on the premises either the night before or the night following the event.

The bar must close 30 minutes before the end of the event.

The hall must be vacated by midnight on Saturday evening.