

EARL SHILTON PARISH HALL HIRE POLICY/AGREEMENT

The PCC reserves the right to refuse bookings.

The PCC gives notice that the Hall is designated as a polling station. Occasionally Thursday bookings may have to be rescheduled or cancelled.

The PCC reserves the right to make alterations to the Terms and Conditions.

The PCC reserves the right to waive the fee for church-related or special cases where someone or an organisation has been generous with help or services in the past to the church or Parish Hall.

This agreement is made on the (date)
between the Parochial Church Council of the Parish of St Simon & St Jude (PCC) and

Name:

Name of organisation (if applicable):

Contact Address:

.....

Telephone Number:

Email Address:

Period(s) of hire: Regular / single booking (please circle/highlight)

Date(s):

Time(s):

Room hired: MAIN HALL / VALERIE SUITE (please circle/highlight)

Hire fee: (25% deposit, remainder due 14 days before hire date for single hire)

Keys issued

Please tick the following boxes:

THIS IS A LEGAL REQUIREMENT

Please refer to section 11 for details

<u>Safeguarding policy</u> - Required if children, young adults or vulnerable adults are present at hire. (Please tick to confirm you understand and comply)	
<u>Risk assessment</u> - Required for health & safety of all present at hire. (Please tick to confirm you understand and comply)	
<u>Food hygiene procedure</u> (Please tick to confirm you understand and comply)	
<u>Damage</u> (Please tick to confirm you understand and comply)	

Signed by the authorised representative of the PCC:.....

Signature of Hirer:.....

Please read the checklist for policies, insurance and licensing responsibilities.

1. The PCC Responsibilities

- 1.1. The PCC will endeavour to provide the hired room for use at the times and date agreed.
- 1.2. **The PCC will give four weeks' notice to the Hirer of the need to cancel or alter any individual hire sessions.**
- 1.3. The PCC shall provide a first aid kit for use during the period of hire.
- 1.4. The PCC shall maintain fire safety equipment and systems.
- 1.5. The PCC shall ensure the Hall is regularly cleaned.
- 1.6. The PCC shall provide the Hirer with emergency contact details.
- 1.7. The PCC shall provide Public Liability Insurance to cover our legal requirements and comply with local authority licencing.

2. The Hirer's Responsibilities

- 2.1. The Hirer shall be responsible for the actions of all those who have access to the Hall.
- 2.2. The Hirer shall not permit any persons to trespass in other parts of the building not engaged by the Hirer.
- 2.3. The Hirer shall not enter or use the Hall outside of the authorised times specified by the hire agreement.
- 2.4. The Hirer must not cause a nuisance or annoyance to Hall neighbours.
- 2.5. Use of car park is the responsibility of the Hirer. The PCC accepts no liability.
- 2.6. Smoking is not allowed in the Hall or within its immediate vicinity.
- 2.7. Dogs are not allowed in the Hall, apart from assistance dogs accompanied by their owner.
- 2.8. Aggressive and/or abusive behaviour by the Hirer towards the PCC and other church staff will not be tolerated and will result in immediate termination of the Hire Agreement.
- 2.9. The Hirer agrees to observe and comply with the Terms and Conditions of hire detailed in this hire form.

3. Storage

- 3.1. The Hirer shall not exceed the allocated space for storage and is responsible for ensuring that all items are stored safely and tidily.

4. Hall Keys

- 4.1. The keys to the Hall shall not be given or lent to any third party.

- 4.2. The keys to the Hall shall not be copied.
- 4.3. The keys to the Hall shall be returned to the church office at the end of the hire.

5. Termination of Contract for Regular Hirers

- 5.1. The Hirer or PCC to give four weeks' notice of termination of the hire agreement.
- 5.2. However, in serious circumstances, the PCC reserves the right to terminate the agreement with immediate effect.

6. Payment of Invoices for Regular Hirers

- 6.1. After 1 missed payment, the PCC will contact the Hirer in writing and/or by telephone, advising them of the missed payment.
- 6.2. After 2 missed payments, the Hirer will be invited to a meeting with the Parish Hall Committee.
- 6.3. After 3 missed payments, the hire agreement will be terminated with immediate effect.

7. Hall Equipment

- 7.1. The Hirer shall ensure that none of the equipment provided at the Hall is removed.
- 7.2. The Hirer shall report any damaged or missing equipment.

8. Hall Fixtures and Fittings

- 8.1. The Hirer shall not use pins or any adhesive on paintwork, walls, or woodwork.
Non-permanent putty may be used on woodwork for the duration of the session.
Posters, pictures, charts, and other materials attached to the notice boards must be removed at the end of each hire session.
- 8.2. The Hirer shall ensure that furniture is carried and not dragged across the floors.
- 8.3. Ball games may not be played in the Valerie Suite. Any games or activities likely to damage the structures, fixtures and fittings of the Main Hall shall not be played.
- 8.4. The Hirer shall ensure that the emergency contact for the Hall is informed upon the occurrence of any damage to the premises.

9. Checklist at the End of Hire

- 9.1. Return furniture and equipment to their storage places.
- 9.2. Clean the kitchen, table tops and remove rubbish from floors.

- 9.3. Leave the toilets in a clean and acceptable condition.**
- 9.4. Clean up spillages.**
- 9.5. Remove all rubbish from the Hall.**

10. Health and Safety

- 10.1. The Hirer should ensure that chairs, tables, and other equipment are so arranged as to allow free and ready access to all fire exits and doorways.
- 10.2. The Hirer shall inform the PCC of any injury.
- 10.3. The Hirer shall complete the Accident Logbook for all incidents occurring during period of hire.
- 10.4. The Hirer shall inform the PCC of supplies being used from the First Aid kit.
- 10.5. The Hirer must be aware of the procedures for evacuation of the Hall in case of a fire.
- 10.6. The Hirer to carry out a risk assessment for the event.
- 10.7. All equipment and appliances brought and used by the Hirer in the Hall must be in good working condition; electrical equipment must be PAT tested if over 12 months old.
- 10.8. The Hirer shall comply with safeguarding of children, young people and vulnerable adults.
- 10.9. 1 bouncy castle (max. height 12ft) is allowed. Smoke machines are not allowed.

11. Checklist for Policies, Insurance and Licensing Responsibilities

- 11.1. The Hirer is advised to have a basic safeguarding policy.**

Example - Always have at least one male and one female over the age of 18 years present for the full hire period where children, young persons or vulnerable adults are present.

Safeguarding is the Hirer's responsibility and is not covered by the church Safeguarding Policy as this hire is a non-church function.

- 11.2. The Hirer is responsible for damage to persons, or the property, caused by themselves or the Hirer's party/group.

- 11.3. The Hirer should carry out a risk assessment to cover their hire period.**

Example – Be aware of risks. Note and take action to control risk.

- 11.4. The Hall does not have a PPL/PRS licence for the playing of recorded or live music or videos for non-church functions. The Hirer is responsible for having or obtaining their own licence if they require one.
- 11.5. The Hall does not have a licence allowing the supply and/or sale of alcohol. Hirers wishing to bring in alcohol for a special function shall first obtain the

written permission of the Hall Committee at the time of booking and obtain the relevant licence if required.

- 11.6. Hygiene certificates are not compulsory, but anyone serving food and drink should be made aware of basic food hygiene procedures.**

The Kitchen is not suitable for event catering as it lacks some basic requirements as per Environmental Health inspection.

Environmental health inspection allows for only limited catering, mainly externally-prepared food.

- 11.7. The Hall only has a licence to cover raffle/lottery tickets sold during the hire period.**