

The Minster Rooms – Conditions of Hire/Use

Hirer/Group Leader please retain this information

1. All applications for the hire/use of any of the rooms must be made on the appropriate Booking Form to the Booking Secretary. The person making the application shall be considered the hirer/user. When a promoting organisation is named, that organisation also shall be considered the hirer and shall be jointly and severally liable.
2. Charges for single/double occasion become due when the booking is made. Payment for a series of bookings will be invoiced by the Bookings Secretary, Teresa Hutchinson Tel: 01460 259710 Email: minsterbookings@ilminsterpc.org.uk and are payable 1 month in advance. Invoice payment due date will be shown on the invoice. Non-payment is a breach of these conditions and the Officers of the Minster Church, and the Minster Rooms Committee members reserve the right to cancel the agreement and cancel any further bookings and take action to recover the outstanding costs. A charge of 1% interest per month on late invoices will be applied.
3. Cancellation – hirers/users must give adequate notice of cancellation of their booking. The hirer will still be liable for the cost of hire if notification is not received by the Bookings Secretary 1 week ahead of the booking. This gives time to reallocate the booking to another hirer. Cancellation must be in email to the Booking Secretary or writing to the Minster Rooms. We understand that cancellations are sometimes unavoidable due to illness or emergencies, or extenuating circumstances and we will consider all valid circumstances. Any refund is at the discretion of the Minster Rooms' Committee.
4. The Rooms do not have a Public Entertainments Licence or a licence for the sale of alcohol. The hirer is solely responsible for ensuring that all licences relevant to the hirer's use of the rooms are obtained, and that all statutory requirements relating to such use are complied with. The kitchen can only be used for preparing tea/coffee unless the hirer has specifically booked the kitchen. Neither discos nor bouncy castles are permitted in the Minster Rooms.
5. The hirer/user of the Rooms does not entitle the hirer/user to use or enter the premises at any time other than the specific hours for which the Rooms are hired. Hirers/users must book and pay for sufficient time to allow setting up and clearing away to be completed.
6. Private hirers/users are not allowed to sublease the rooms or use any other room but the one they have reserved.
7. The hirer/user is responsible for all damage to the Rooms and to any property in the Rooms occurring during the period of hiring or while persons are entering or leaving the Rooms pursuant to the hire, however and by whomsoever caused. The hirer must report all such damage to the Booking Secretary.
8. The Minster Parochial Church Council shall not be responsible for any loss or damage to any property arising out of the hiring nor for any loss, damage or injury which may be incurred by or be done or happen to any person or persons resorting to the Rooms during the hiring or for any loss due to any breakdown of machinery, failure of supply of electricity, leakage of water, fire, government restriction or act of God which may cause the Rooms to be temporarily closed or the hiring to be interrupted or cancelled. Private hirers are usually included in the Minster Rooms insurance cover (check with office if required). For all other hirers, proof of indemnity is required against any claim which may arise out of the hiring, or which may be made by any person resorting to the Rooms during the hiring in respect of any such loss, damage or injury.
9. A first aid kit and accident record book are provided (in the kitchen, mounted on the wall opposite the sink). All accidents, however minor, are to be recorded and the office is to be informed if either is used.
10. The right of entry to the Rooms is reserved to the Officers of the Minster Church, the Minster Rooms members and any police officer at any time during the hiring.
11. The hirer/user shall be responsible that good order is kept in the Rooms during the hiring. Activities in the Minster Rooms are to be conducted in compliance with current legislation in respect of Disabled Persons, Childcare and Health & Safety (including Fire Safety). Hirers shall be aware of

- and use the Rooms and their facilities in compliance with, such legislation. All users should familiarise themselves with the location of all firefighting equipment and emergency escape doors.
12. The Officers of the Minster Church and the Minster Rooms Committee members reserve the right to put a stop to any activity which in their opinion is not being properly conducted.
 13. The hirer/user shall at the end of the period:
 - a. Leave all areas of the Rooms used in clean and orderly state
 - b. Restore all furniture to original position
 - c. Close all internal doors, turn off all lights and secure the premises
 - d. Remove from the premises all rubbish including left over food
 14. Property brought into the premises by the hirer/user or the hirer's agents including property remaining unsold after a sale must be removed within the agreed hiring period. Neither The Minster nor The Minster Rooms committee accepts any responsibility for any property left behind after the hiring.
 15. No exits should be blocked, or fire appliances removed or tampered with. Fire exits in the Letham and Spurdle Rooms are to be used in emergencies only.
 16. The maximum capacity of the Letham Room is 50 seated or 80 otherwise; and the hirer/user undertakes that these limits will not be exceeded.
 17. Loop System - in the Letham Room, activated by the marked on/off switch to the right of the Fire Exit.
 18. Adhere to the points raised in the Minster Rooms Risk Assessment (general), fire safety procedures and other safety related documents issued by The Minster Rooms Committee.

If you have any concerns before, during or after your hire, inform the **Booking Secretary Teresa Hutchinson on 01460 259710 or the Church Office on 01460 57811 (Wednesday, Thursday & Fridays 9.30am to 3.30pm) or email office@ilminsterpc.org.uk and someone will contact you asap.**

The Minster Rooms – Fire Safety

Hirer/Group Leader please retain this information

In compliance with the Regulatory Reform (Fire Order) 2005

You are responsible for fire safety during the period of hire

The primary objective is to save life; a secondary objective is to save easily moved valuable items.

Before your event starts, please inform all attendees to refer to the Fire Evacuation Plan in each room
(copy of the wording shown below):

General Emergency Evacuation Plan for the Minster Rooms

Address: Court Barton, Ilminster TA19 0DU - Tel no: 01460 57811

Sound of the alarm

The sound of the alarm will be a continuously ringing bell.

Raising the alarm

In the event of a fire raise the alarm by activating the nearest call point/break glass.

Action that should be taken by the Hirer/Group Leader/Staff Member on hearing the alarm:

The following actions will be taken upon the fire alarm being raised:

- Commence evacuation of the building – ensuring this is done in a calm and orderly manner, aiding those needing additional help in evacuating.
- Pick up your group register/sign in sheet.
- Dial 999 and request attendance by the Fire Service. Give your name, name of building, building address (as mentioned above), contact number and details of the fire.
- If it is safe to do so, sweep the building to ensure all areas are clear and ensure all doors are closed on the way out.
- If safe to do, electrical mains and gas supplies should be switched off before leaving the building. The location of these is detailed below.
- Ensure nobody re-enters the building until confirmed safe to do so by the Fire Service.
- Meet at the assembly point and all members of your group are accounted for.
- Liaise with the Fire Service upon their arrival.

Escape Routes

The emergency escapes are located as follows: main entrance, and the Fire exit in the main Letham Room. There is also a Fire Exit in the Spurdle Room (to the right at the bottom of the stairs).

Fire Assembly Point

The assembly point is in front of the church on the grass

Fighting Fires – Extinguisher Use

Fire extinguishers will only be used where:

- Hirers, Group Leaders or Staff have had training and feel confident in their use.
- Where it is deemed safe to do so i.e., there is a clear means of escape, fire is small.
- Personal safety always takes priority and, if in any doubt, do not attempt to extinguish a fire.

Location of key safety hazards or other fire related equipment

The gas supply shut off is outside of the building at the back (access via the Spurdle Room (downstairs) fire exit, turn right, right again and inside the meter cupboards).

Main fuse box is located, in the Boiler Room (upstairs) next to the Letham Room.

Mains water cut off is located in the downstairs toilet behind the ventilation panel.

The location of the fire alarm panel is by the front door.

Back up arrangements

In the event of the fire alarm not working (due to power failure) alert others of the fire by shouting warning.

Responsibilities

For ensuring the plan is up to date –Minster Rooms Committee

The Minster Rooms – Safeguarding Checklist

Hirer/Group Leader please retain this information

Please read through the Safeguarding checklist carefully and tick to show that you have taken steps to put the procedures in place if applicable to your group. You must ensure that: -

- ☐ **Either** you comply with the Benefice Safeguarding & Safer Recruitment Policy (a copy of which is held in the Minster Rooms office) **or**, you are following your organisation's Safeguarding policy and procedure, including the safe recruitment of all paid and voluntary workers who have regular and direct contact with children and vulnerable adults.
- ☐ At least two workers are present in any group of children and/or vulnerable adults, no matter how small the group and ensure that no person under the age of 18 years will be left in charge of children of any age (unless it is their own child or under the care of Social Care).
- ☐ No child or group of children and young people under 16 will be left unattended on the Minster Room premises.
- ☐ You inform the Benefice Safeguarding Officer in writing within 24 hours of (a) any allegations of abuse or causes of concern relating to members or leaders of your organisation who are involved in the activity and (b) any known offenders seeking to join your membership and agree to manage such allegations or agreements with offenders in cooperation with statutory agencies and with the church.

Further information available from:

Benefice Safeguarding Officer – Sarah Wright
Email: safeguarding@ilminsterpc.org.uk
Bookings Secretary - Teresa Hutchinson
Email: minsterbookings@ilminsterpc.org.uk
Tel: 01460 259710
Church Office – The Minster Rooms, Court Barton, Ilminster TA19 0DU
Email: office@ilminsterpc.org.uk
Tel: 01460 57811