

# ST MARGARETS CHURCH HALL (Old Catton)

## CONDITIONS OF HIRE VERSION 2



## **ST MARGARETS CHURCH HALL (Old Catton) - CONDITIONS OF HIRE**

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This document states the conditions that hirers of St. Margaret's Church Hall agree to follow when booking and using the hall.

- *HIRER* shall mean an individual or an organisation and its representative.
- *HALL* or *PREMISES* refers to the church hall building and external areas including the carpark.
- *PCC* means the Parochial Church Council of St. Margaret's Church, Old Catton – the premises owner. Contact with the PCC can be made through the Hall Manager, Churchwarden(s) or Vicar.

### **Church Hall Address**

Blacksmiths Way, Old Catton, Norwich, NR6 7DT (w3w: newly.lion.quest)

Booking/Contact phone: 01603 381285

Booking/Contact email: OCChurchHall@gmail.com

### **Supervision**

The Hirer will be responsible for the supervision of the premises, fabric and their contents, their care, safety from damage; and of the behaviour of all persons using the premises, including supervision of the carparking.

### **Use of Premises**

The Hirer shall not use the premises for any purpose other than defined in the Hall Hire Agreement. They shall not be used for any unlawful purpose. Nothing should be done in contravention of the law relating to gaming, betting, lotteries, entertainment or alcohol.

### **Public Safety Compliance**

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

### **Health & Hygiene**

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

### **Indemnity**

The Hirer shall indemnify the Hall for the cost of repair of any damage done to any part of the property including the curtilage or contents of the building which may occur during the period of hire.

### **Booking Times**

Times must be strictly adhered to. Please ensure the rooms that were in use have been secured and key(s) returned to the key box.

Bookings must include the time for setting up and clearing down as this is chargeable at full rates.

## **ST MARGARETS CHURCH HALL (Old Catton) - CONDITIONS OF HIRE**

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### **Hire Charges**

Charges are made from the time access is required for preparation until the area is cleared after use. There is a minimum charge of three hours for single users (e.g., birthday party) and payment must be made in full two weeks before the event date.

For regular users (more than six meetings per year booked at any one time) invoicing is normally quarterly with payment to be made within thirty days of receipt of an invoice.

Failure to pay will result in the cancellation of the booking.

### **Hire Charges Review**

Hire charges may be increased to meet rising costs. In the event of this happening, regular hirers will receive a minimum of twenty-eight days' notice before the next date of their hire following the increase. Charges are usually set on the first of January each year.

### **Contact Person**

Please let us know if your organiser, contact person or treasurer changes so that we can keep our records up to date.

### **Safety and Evacuation Procedures**

Hirers of the premises are responsible for the safety of their groups. Attention is drawn to the Fire Notice on the Notice Board.

It is essential to unlock and lift bolts on all hall doors and note where fire exits and extinguishers are located.

In advance of the event the Hirer must ensure that all escape routes are clear; all exit signs are illuminated and there are no obvious fire hazards on the premises.

Hirers are responsible for:

- Monitoring persons on the site, so that in event of a fire all persons can be accounted for.
- Providing access to a mobile phone for emergency purposes.
- The evacuation of the premises.

In case of fire, the assembly point is adjacent to the entrance to the Church Hall Car Park. A roll call should be made, and no one should re-enter the Hall to search for missing persons.

Groups and societies that hire the premises on a regular basis should have first aid and emergency procedures in place.

There should be a minimum of two competent adults over eighteen years of age for every 75 attendants, three for 100 attendants and 4 for 150 attendants. This is in addition to the hirer.

The Fire Brigade should be called to any outbreak of fire and details given to the PCC.

No performances involving risk to the public can be given such as use of fire or fireworks.

Highly flammable substances must not be brought into the Hall.

No heating appliances can be used on the premises.

## ST MARGARETS CHURCH HALL (Old Catton) - CONDITIONS OF HIRE

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### **Bouncy Castles and Large Inflatables**

Bouncy castles and large inflatables are not to be used in the church hall or car park.

### **Safeguarding Children and vulnerable Adults**

All persons/groups wanting to let our premises should have appropriate policies and procedures in place regarding safeguarding and the protection of children and vulnerable adults.

Regular users should provide copies of the following: -

- Child and/or Vulnerable Adult Protection Policy
- Procedures & Codes of Conduct for all adults working with children.
- Confirmation that the necessary DBS checks for staff & volunteers have been obtained.
- First Aid & Emergency Procedures.

### **Personal Property**

Please advise all members of your group that they must look after personal property. The PCC cannot be held responsible for any loss or damage to property or accidents occurring during the occupation of the premises or through use of the car park.

### **Electrical Appliances**

All electrical appliances, older than one year, used on site should have a safety certificate (PAT) and be checked for damage such as faulty cables. **Hirers will be held liable for any electrical repairs / damage** due to faulty equipment being used on the premises. The PCC accepts no responsibility for damage caused to hirers equipment.

### **First Aid**

Regular hirers should have their own first aid supplies. Please make sure that all group members are aware of this and have access to a mobile phone.

### **Accidents/Incidents**

All accidents/incidents **must** be reported to the PCC within twenty-four hours and an entry in the accident book completed. Certain types of accident or injury must be reported to the local authority.

### **Animals**

No animals should be brought into the Hall except for assistance dogs unless permission from the PCC has been obtained.

### **Insurance**

Regular hirers should have their own insurance to cover public liability, equipment, and damage as appropriate. For casual hirers, e.g., birthday party, most home contents insurance will cover minor damage, check your policy before your event.

## **ST MARGARETS CHURCH HALL (Old Catton) - CONDITIONS OF HIRE**

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### **Sale of Goods**

The Hirer shall comply with any Trading Laws if selling goods on the Premises. Consideration should be made for the use Fair Traded goods where possible.

### **End of Hire**

The Hirer shall be responsible for leaving the premises and surrounding area clean and tidy, properly locked and secured unless directed otherwise, with all lights, the cooker and the water boiler turned off. Failure to do so may result in an additional charge.

### **Car parking**

The road leading to the Church Hall is a public road and this must not be obstructed. Space in the hall car park is limited and therefore parking in nearby streets should be done with consideration to residents ensuring access to properties is not blocked and resident designated parking is not used.

The PCC accepts no responsibility for vehicles or property in the car park.

### **Keys**

The Hall key can be collected from the key box located on outside of the building by the front door. The key code will be given to the Hirer as required. Once the period of hire is ended the key MUST be returned to the key box. Failure to do so will result in a charge. The code for the key box must not be shared beyond those hiring the hall and the key must not be used to make copies or access the hall for times outside those booked.

Regular hirers may be issued with their own key which must not be used to make copies or used to access the hall for times outside of those booked.

### **Lights and electricity**

All lights shall be switched off at the completion of the period of hiring on leaving the premises. These include the main hall, toilets, entrance lobby, stage lighting and outside lights (excluding the one outside the kitchen which is a security light). The Hall main entrance outside light is on a timer switch and will switch itself off after being pushed in.

The hot water boiler in the kitchen must be turned off. All electrical plugs are to be removed, and the safety plugs replaced.

Please report any issues to the PCC.

### **Noise**

The hall is in a residential area and therefore the Hirer will ensure minimum noise and disruption is made on arrival and departure. Noise level during the event must be kept at a level reasonable for the location of the hall and time of day. Care must be taken not to cause a disturbance if using the car park as part of the hiring.

Any noise complaints or local authority action will be passed to the hirer at the time of the complaint to respond to.

### **CCTV**

The hall has a CCTV system installed. It is not regularly monitored but is there in case evidence should be required following an incident and for the security of the building.

## **ST MARGARETS CHURCH HALL (Old Catton) - CONDITIONS OF HIRE**

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### **Cleanliness**

Hirers are requested to leave the premises clean and tidy after use, ready for the next user. Bins and waste must be removed and either placed in the large industrial bin outside the hall or taken home. A grey bin is available outside for recycling.

The hall floor is to be swept using the large broom in the boiler room after each period of hiring. A dustpan and brush are in the boiler room.

Tables and chairs must be wiped down before being put away.

If this is not done a charge for cleaning will be made.

### **Chairs**

Chairs are to be returned to the positions specified on the Hall plan at the end of each hiring period and stacked in fours in the positions indicated on the location plan on the notice board (also indicated on the walls).

No chairs shall be removed from the premises or used in the carpark.

### **Tables**

Tables are to be returned to the positions where they were taken from and must not be removed from the premises. If tables are used in the car park, they must not get wet and any damage to them will be charged.

### **Kitchen**

The Kitchen is to be left clean after use and the waste bin is to be emptied, and a new liner placed in the bin.

No items are to be left in the fridge or any cupboards unless with PCC agreement.

### **Licensing**

The PCC holds PRS/PPL for a community building. The license typically covers non-profit making activities and those solely for raising profits for the organization. As a community building, we hire out spaces, therefore a blanket license may cover the building's use, but third-party hirers (like commercial organizations) may need their own PPL license if they are using PPL controlled music.

As a church hall we are exempt from needing a Public Entertainment Licence – but like PRS/PPL it depends whether there is a commercial nature to the hire. In these cases, a licence may be required from the local authority.

The PCC does not hold a Licence for the Sale of Alcohol (the consumption of alcohol does not require a licence). Therefore, if alcohol is to be sold on the premises the Hirer will need to obtain the correct licence – in most cases a Temporary Event Notice from the local authority will be suitable.

Before applying for any license permission from the PCC is required. The PCC reserve the right to cancel any event, with no liability to consequential loss to the hirer, if prior permission has not been obtained to apply for licences.

The Hirer accepts responsibility for ensuring that all conditions of licences are met in full.

## **ST MARGARETS CHURCH HALL (Old Catton) - CONDITIONS OF HIRE**

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### **Capacity**

Dancing 80

Sitting at tables 100

Total number in the Hall not to exceed 150 adults in any event.

### **Smoking & Vaping**

Smoking and vaping are only permitted outside the building and are not to take place within any inside areas and not in front of external doors or open windows. As the hall is in a residential area the noise level outside must be kept to a minimum. The outside areas must be kept clean with cigarette ends and vape paraphernalia cleared up.

### **Notice Boards/Fly posting**

The Hirer does not permit or allow any flyposting or any unauthorised posting of items on any part of the building both inside or outside or on any noticeboard without prior permission from the PCC.

### **Refusal of booking**

The PCC reserve the right to refuse/cancel any booking.

The Hirer shall be entitled to the reimbursement of any deposit, but the PCC shall not be liable for any further payment.

### **Unfit for Use**

If the Hall is rendered unfit for use, the PCC shall not be liable for any resulting loss whatsoever.

### **Cancellation of Booking**

ONE WEEK'S NOTICE IS REQUIRED FOR ANY CANCELLATION.

Notification of cancelation must be emailed to [OCChurchHall@gmail.com](mailto:OCChurchHall@gmail.com)

Failure to meet this notice period, may result in a charge up to the total period of the hire.

### **St Margaret's Parochial Church Council – authorised representatives:**

Philip Pulford-Cutting (Hall Manager and Churchwarden)

Telephone: 07757078574

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

Revd David Hagan-Palmer (Vicar)

The Vicarage, 1 Parkside Road, Old Catton, NR6 7DP

Telephone: 01603 442239

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