

ALL SAINTS CHURCH HALL

CONDITIONS OF USE

Safety

1. There is no telephone at the premises. You are therefore advised to have a mobile phone for use in an emergency. It may be necessary to go outside the premises to obtain a good signal.
2. Smoking or vaping is not permitted in any part of the premises.
3. Hiring the premises does not give users access to the Churchyard.
4. The car park is an area designated for the safe parking of cars and is not to be used for recreational play or games.

Car Park

5. Users of the car park do so at their own risk and no liability or responsibility will be accepted by the PCC for damage to vehicles or other property.
6. The car park may be in use by other users of the Church or Churchyard, so please be aware that hirers do not have sole use of the car park.
7. Please be aware in the event of heavy rain that the car park may flood.
8. Vehicles should not be parked next to the long side of the building as they will obstruct emergency access.

Fire Safety

9. Make sure you note the position of the fire extinguishers and the exits.
10. The fire doors must not be propped open. The fire exits must be unlocked at all times whilst the hall is in use.
11. In case of an evacuation, the Assembly Point is the Lynch Gate at the front of the Church. A copy of the Fire Notice is on the hall door.
12. For events involving large numbers of people, stewards should be appointed to position themselves next to the exits to facilitate evacuation from the premises.

Entry/Exit of the premises

13. All hall users are to use the main entrance door to enter and exit the premises.
14. The lights in each room, except the main hall are on automatic movement sensors which switch on when a room is entered and go off after about 10 minutes. The lights in the main hall are not automatic. The light switch for the main hall lights is in the kitchen.
15. At the end of the event please check that all lights, cookers, kettles and taps have been turned off.

Damage/Accidents

16. The hirer is responsible for any damage to the premises during the hire. We recognise that things do get broken sometimes, please leave a message on 07776148485 if this happens.

17. Should an accident occur to anyone whilst on the premises, please complete an Accident Report Form, this form should be left in a sealed envelope in the kitchen at the end of the hire.
18. A First Aid Kit can be found in the kitchen.
19. No responsibility or liability is accepted by All Saints PCC for loss, damage or injury to any persons or property caused by the hirer. The hirer should have their own liability insurance.

Kitchen Use

20. Kitchen users should provide their own tea towels, rubber gloves and aprons.
21. Cleaning equipment can be found in the cupboard under the sink in the kitchen with brooms, mops etc in the meeting room.
22. Instructions for cleaning are listed on the back of the kitchen door.
23. Before and after use, all surfaces should be washed and wiped with anti-bacterial solution.
24. Please use the pedal bin for general waste, when full, place the tied bag in a black bin liner. Black bin bags are under the sink. If possible, please take your rubbish away with you.
25. Children under 12 years of age are not allowed in the kitchen, those over 12 years of age need to be supervised by a responsible adult.

General

26. Please make sure that the premises, including kitchen, toilets and furniture are left in a clean and tidy condition in line with the instructions displayed.
27. All users are expected to behave in a responsible manner, whilst in the premises and also in the surrounding area. Noise must be kept to an acceptable level especially when leaving the premises at night. Please show respect to our neighbouring properties. No hire will normally be permitted beyond 11.00 pm.
28. When moving chairs and tables - **please do not drag them across the floor.**
29. Stiletto heels or steel-capped/tipped shoes/boots must not be worn on the wooden floor.
30. Only put toilet paper down the toilets.
31. Any appliances brought to be used on the premises by hirers need to be in good working order and used in a safe manner. Electrical equipment over 1 year old, must be PAT (Portable Appliance Testing) tested within the past twelve months.
32. The heating system is pre-programmed – **Please do not touch the programmer or change the settings on the radiator valves (TRVs).**
33. In the unlikely event of the Hall being unavailable for hire, due to circumstances beyond their control, the PCC's only liability is the full refund of hire fees already paid. They will, however assist, if possible, in finding suitable alternative premises.