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**Conditions of Hire and Use**

Users of the hall are responsible for supervision and protection of the fabric and contents of the premises and are liable for meeting the costs of making good any loss or damage to the building and contents. Users are required to report any damage or problems, however small, to the Hall Manager or Churchwardens.

**Hirers are required to leave the hall and grounds as you would expect to find them**:

• Put the chairs away correctly on the racks (details on cupboard door)

• **CLEAN**, fold and put away tables

• Sweep the floor and remove all rubbish from the hirer’s activities. (**Small amounts of recycling only may be put in the bins provided**.)

• Leave the toilets clean and tidy

• Wipe down kitchen surfaces and dispose of unwanted food

• Make sure the cooker and urn are turned off

• Close all windows and turn off lights and heaters

• Leave the premises promptly and quietly at the end of the hire period

**No notices or decorations to be stuck to the walls or windows**. The large windows have a safety film applied to them and use of sticky tape, blutack or substances like artificial snow may damage the film. **No tape is permitted to be stuck on the floor as this will damage the lacquer.**

**KITCHEN**

• Please supply your own rubbish bags, wiping down cloths, tea towels and cleaning products.

• A fridge is provided but the hall user is responsible for checking that it is operating at a suitable temperature for their purpose.

• **Use of the dishwasher is NOT permitted**.

• **ALL rubbish**must be removed by the hall user and taken with them upon leaving, as the bins aren’t big enough or collected often enough to allow for the additional loads.

**PARKING**

Hirers and users are requested to ensure that **vehicles are** **not parked or driven on the grass, paved areas or footpaths**.

Only cars bearing a Blue Badge may be parked in the bays designated for disabled users.

All vehicles and property is left at own risk.

**PLAY AREA**

The play area is ONLY suitable for children of 2-12 years.

Users are welcome to use the facilities during daylight hours. You must carry out their own safety checks and report any damage as soon as it occurs.

Young children must be supervised at all times.

**CHILD PROTECTION**

Users are required to ensure that children (under the age of 18) are protected at all times, by taking reasonable steps to prevent the occurrence of any injury, loss, damage or harm (**a guide to the Diocesan Child Protection Procedures, available on**[**https://safeguarding.chichester.anglican.org/**](https://safeguarding.chichester.anglican.org/)).

**HEALTH & SAFETY**

There are several fire and emergency exits in the Hall. Please familiarise yourself with the location of fire extinguishers and the emergency evacuation procedure so you can supervise the safe and speedy evacuation of your group in the event of a fire. You need to complete your own health and safety risk assessment.  There is a copy of the church’s Health and Safety Risk Assessment on the wall which you may find helpful. If, in an emergency, exit is required via the children’s playground, there is a key on the wall adjacent to the fire doors that can be accessed via breaking the plastic cover.

**NO SMOKING**

In line with government regulations, no smoking or vaping is allowed inside the hall.  Please dispose of cigarette butts safely and thoughtfully.

**FIRST AID & ACCIDENT REPORTING**

Hirers are reminded that they are responsible for any accident or injury arising out of the activity for which they have booked the premises. It is the responsibility of the hirer to ensure that the premises are safe for the purposes for which they intend to use them.

Please note that there is no telephone in the hall. Please ensure that you have a mobile telephone to use in the case of emergency.

A First Aid kit is in the kitchen. **If users need to access the first aid kit, please notify us upon checkout so that items can be replaced.**

Hirers are required to complete details of accidents or incidents occurring during their occupation of the premises which did or could give rise to injury as soon as possible after the accident or incident. A book is provided for this purpose, and this is located in the kitchen.

**PREMISES LICENCE** (for public entertainments)

The Premises Licence issued by Chichester District Council permits the premises to be opened to the public for indoor sporting events, dancing and the playing of live and recorded music between the hours of 10.30 and 22.00.

In the interests of Public Safety, all users are advised that permitted numbers are as follows:

110 – when used for functions or dances with seating at tables

220 – when used for functions or dances without tables or for closely seated audiences

**LICENCE TO PLAY SOUND RECORDINGS** (for public entertainments)

If you play recorded music or music videos in public, or broadcast them (or copy them in order to do so) in the UK, you are advised that you will be infringing copyright unless you are appropriately licensed by PPL. A PPL licence is not required where a business or organisation does not play recorded music, or only does so at closed family events such as weddings or birthday parties.

**INSURANCE**

Hirers are required to provide their own insurance cover in respect of their group’s activities and property

**CANCELLATION**

The Church reserves the right to refuse or cancel bookings if the hall/committee room is to be used for a purpose other than that which was specified at the time of booking or if the booking is not in the best interests of St Wilfrid’s Church.