

ST MARY AT STOKE IPSWICH CHURCH HALL: TERMS & CONDITIONS OF HIRE

1. ENQUIRIES

Enquiries should be made in the first instance to bookings@stmarystoke.co.uk

2. BOOKINGS

The Standing Committee, on behalf of the Parochial Church Council, may refuse to accept any booking without giving any reason or explanation.

All users should specify a named individual who shall be responsible for the booking and for the conduct of users in the Hall while the hire is in progress. This person shall be the 'responsible person' as defined under the Regulatory Reform (Fire Safety) Order 2005 and all subsequent legislation/regulations. The return of the completed booking form shall signify acceptance of these terms and conditions.

3. FIRE SAFETY

The designated individual from each group shall be responsible for ensuring that the person responsible for the group during a hire shall have read the Hall Fire Risk Assessment and shall know and enact the protocol if there is an outbreak of fire and/or the fire alarm is sounded. That person shall also be responsible for ensuring that the fire exits are unlocked at the beginning of each session and locked at the end. See also *sections 6f, 6g, 7e, 7f*.

4. CAR PARK

The use of the car-park is included in the hire, but not the sole use. Users are asked to park thoughtfully and responsibly. Cars are parked in the church car-park at their owner's risk. At the end of a session, especially in the evening, hirers are expected to hook the entrance chain to the gate-post. (If it is necessary to unhook the chain, this should be left by one gate-post, not across the driveway).

5. KITCHEN & FOOD

a) Young children (under 12) should not be allowed in the kitchen area

(Unless it is a designated activity by a uniformed organisation with a risk assessment)

b) Own food may be brought in but hirers are advised that the kitchens do not meet the minimum requirement for food to be prepared, so it is done at their own risk.

c) All food must be removed from the premises – a bin bag must be supplied by the hirer to remove any leftovers or rubbish (wheelie bins are outside the back door).

d) If food has been consumed in the Hall, hirers are asked to dry sweep the floor.

Hall cleaning equipment may be used for this.

e) Hirers must provide their own drying up cloths.

6. HALL REGULATIONS

- a) The whole of the Hall premises is a **NO SMOKING** Zone.
It is illegal to smoke inside the Hall.
- b) The Hall may not be let or sub-let by a user.
- c) The Hall Safeguarding Protocol, given in section 11, must be observed.
- d) No gambling or games of chance for profit may take place
unless specifically licensed.
- e) No alcoholic drinks may be sold on the premises, (please see section 10)
but may be served as part of a meal.
No under-age drinking of alcohol should be permitted.
- f) Exits must be kept unlocked during Hall use, and secured at the end of hire time.
- g) **All exits are to be kept clear at ALL times.**
- h) Priests of the parish, churchwardens, Police, Fire, Ambulance and other emergency service personnel are to be allowed free access to the Hall at all times; they may terminate and function and/or order the immediate evacuation of the Hall.
- i) Children using the Hall must be supervised by responsible adults
- j) All equipment belonging to the hirer must be removed at the end of each session or special arrangements be made for storage as part of the hire agreement.
Storage may incur extra cost, at the discretion of the Standing Committee.
- k) **All windows are to be closed, all lights switched off and the heating also switched off** at the end of each session. An extra charge may be made if the heating is left on.
- l) No bicycles may be brought into the Hall.
- m) KEY HOLDERS are responsible
for ensuring the Hall is secure at the end of a session.
- n) Key holders are responsible for the security of any key(s) that they or their group hold; they are responsible for the costs of any replacement locks/keys that may be deemed necessary.
- o) Reasonable notice will be given if the Church wishes to use the Hall for its own purposes during the agreed period of hire. **Church events will take priority.**
The Hall will not normally be available before 1.00 p.m. on any Sunday.
- p) Any variation to agreed arrangements, such as the cancellation of a meeting, should be notified as soon as possible. **Hire fees will be retained if the Church has incurred costs.** Cancellations made more than 14 days before the event will be reimbursed in full.
- q) Any equipment to be brought in to be used on the premises must be agreed before the event. Electrical equipment brought in and used by the hirer must be PAT tested and used in a safe way.
- r) No gas bottles (e.g., balloon inflation) or inflammables (e.g., indoor fireworks) may be used in the Hall.
- s) The use of smoke machines is prohibited at all times.
- t) Any suspect or actual use of classified drugs in the Hall or its vicinity will be reported to the police immediately,
- u) The Standing Committee may terminate the agreement without notice if these regulations are breached.

7. GUIDELINES

- a) An accident to a person must be recorded in the accident book provided
Any significant accident should be reported to the Church as soon as possible.
- b) A first aid kit and accident book are in the Hall kitchen.
- c) All hirers must note that there is no telephone in the Hall.
- d) Any damage must be reported to the person who makes the Hall bookings.
- e) The 'responsible person' is responsible for complying with the Fire Safety Order (2005), which includes determining the maximum number of people that their event may reasonably include.
- f) Fire Safety and Fire Prevention equipment **must not** be tampered with nor used for any purpose other than that for which it is designed. For example, fire extinguishers should remain on their bracket and not be used to prop doors open.
Any malicious use of safety equipment may result in a fee being charged.
- g) No decorations, posters or notices may be put up before or during any hire period without prior permission. If this is given, only "white tack" may be used.

8. BEHAVIOUR

The hirer agrees to ensure that normal, decent standards of behaviour are maintained throughout the hire, e.g., noise levels during the event, and when leaving; any reasonable request for noise to be turned down will be enacted.

9. CHARGES

- a) Charges will be based on the total time of hire of the Hall – this includes time for setting up and clearing away. The Hall must be vacated by 11 p.m.
- b) **The Hall must be left as found** and vacated at the end of the agreed session time.
- c) Users are not entitled to enter the Hall at any time other than the specified hours for which the Hall has been hired.
- d) Any damage will incur an extra charge for the repair.
- e) Should the Hall and its vicinity not be left clean and tidy, an additional charge may be made for any necessary cleaning.

10. LICENSING ACT 2003

- I. The Hall is not licensed for
 - a) the sale of alcohol,
 - b) provision of Late Night Refreshments,
 - c) the provision of regulated entertainment as defined in the Act.
- II. All users must satisfy themselves that nothing is carried out in the Hall that falls within the definition of these activities (a,b,or c above). If there is any doubt, guidance can be obtained from the Licensing Staff at Ipswich Borough Council
licensingandenforcement@ipswich.gov.uk
- III. The Licensing Act 2003 makes provision for a Temporary Event Notice (TEN) to cover the occasional small scale ad hoc event held in unlicensed premises. If a user is considering applying for a TEN, then permission from the Standing Committee must first be obtained. The user will be completely responsible for all costs and administration associated with this, including making the actual application.

11. SAFEGUARDING

The Parochial Church Council of the Parish Church of St Mary Stoke, Ipswich has a Policy for Safeguarding Children, Young People and Vulnerable Adults. A copy is attached. Your booking agreement is conditional upon you complying with it unless you already have an equivalent policy of your own.

You are required to ensure that children, young people and vulnerable adults are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring; and that you carry full liability insurance for this.

In particular this means that:

- you will comply with the attached good practice guide with children and young people or vulnerable adults unless you already have an equivalent;
- you will provide the church with a copy of your organisation's Safeguarding Policy/ies or if you do not have one adopt the current parish policy;
- you will recruit safely all current paid and voluntary workers who work with children and/or vulnerable adults, by obtaining satisfactory disclosures from the Disclosure and Barring Service where eligible, and keeping records of dates and disclosure numbers indefinitely;
- you will keep a list of the names of all paid and voluntary workers with regular and direct contact with children/vulnerable adults, and update it annually;
- you will always have at least two leaders over the age of 18 years in any group of children and young people, no matter how small the group;
- no person under the age of 18 years will be left in charge of any children or young people of any age;
- no child or group of children or young people should be left unattended at any time;
- a register of children, young people or vulnerable adults attending the activity will be kept securely. This will include details of their name, contact details of parent/guardian/carer etc., date of birth and next of kin;
- you will immediately (within 24 hours) inform the Parish Safeguarding Officer of:
 - (a) the occurrence of any incidents or allegations of abuse or causes of concern relating to members or leaders of your organisation, and contact details for the person in your organisation who is dealing with it
 - (b) any known offenders against children or vulnerable adults seeking to join your membership, and manage such allegations or agreements with offenders in co-operation with statutory agencies, and with the church.

The Parish Safeguarding Officer for ...St Mary Stoke Church Ipswich is:

Mr Graham Miles

E-mail graham.miles.lightwave@gmail.com Telephone number: 07413683368