



## **PAROCHIAL CHURCH COUNCIL(PCC)**

### **TERMS AND CONDITIONS FOR USE OF THE BARN CENTRE**

This Agreement relates to the hire of The Barn Centre St. Mary's Church Newick

Full name of the hirer or the organisation:.....

Purpose of hiring:.....

Date of Hiring:.....

Times of Hiring From .....to:.....

Address: .....

Phone number: .....

This form should be completed and signed by the person responsible for this booking. This person should be in charge of and present on the Barn premises for the duration of the period booked, including any time agreed prior to and after the booking period.

1. Please acquaint yourself and other users with the emergency procedures detailed on the laminated sheets in the Barn Centre.
2. To comply with Health and Safety Regulations, all Barn exit doors must be unlocked during occupancy to assist safe evacuation of the premises in the event of fire. Keep the inner corridor door locked unless toilets are being used.
3. Close and lock all doors on leaving including the corridor door. Close any windows if they have been opened.
4. Please read and observe our food policy statement prominently displayed in the kitchen.
5. Please do NOT: allow children into the kitchen; sell alcohol; use candles; play amplified music; attach or stick anything to the walls or beams.
6. Please observe the "No Smoking" rule throughout the Barn Centre.
7. Notify any breakages which may be chargeable.
8. Please leave all rooms used, clean and tidy (brushes, mops & buckets available in the kitchen); check especially that toilets are left in a clean state. Return tables and chairs to their correct location. Bring your own rubbish bag and remove all your rubbish, including empty bottles, on leaving. Leaving rubbish will incur a charge.
9. Not to do or permit to be done in the Barn Centre, Churchyard or car park anything which would be a nuisance or disturbance to neighbours.
10. To use the car park only between the permitted hours of 8.30am and 10.30pm. Please do not park, reverse or turn cars on the "Tudor Barn" access area at the back of the Barn. This belongs to our neighbour and we have right of way access only. If the gate across the driveway is closed, please park in Church Lane until it is opened. Please observe the 5 mph speed limit at all times.
11. To have or obtain adequate Public Liability Insurance for the hiring and to demonstrate the existence of such insurance to the Barn Centre Secretary signatory to this agreement.
12. To carry out a Risk Assessment for the event.

13. The Hirer to ensure that all **Safeguarding protocols and procedures** are in place and so far as possible obtained and any necessary DBS checks should be carried out if required. Information on the Churches Safeguarding policies are on the Churches Website.
14. In the event of an accident, injury or other 'irregular incident' occurring during your use of the Barn or its surrounds, a full report must be entered into the accident book kept on the windowsill in the kitchen. Report the accident to Anthony Bailey (07970 555593) immediately. Neither the Churchwardens nor the PCC accept any responsibility or liability arising from incidents or accidents occurring during the rental period, including any agreed access before and afterwards.

Neither the Barn Committee nor Churchwardens, PCC accept any responsibility or liability for any injury, damage or loss suffered to person or property during the period of the hiring whether occasioned by those performing in or by those attending it. Likewise the Barn Committee, the Churchwardens and PCC accept no liability or responsibility for any safeguarding failures which may be perpetrated by or suffered by anyone involved in or attending the event that the subject of the hiring or in any way connected with.

Please sign below to confirm your agreement to use the Barn Centre subject to these terms and conditions. Return this agreement with your booking form.

Signed by the Barn Committee Secretary

NAME (Print):

SIGNED by the Hirer

Date::