



All Saints Weston

CONDITIONS OF HIRE AND REGULATIONS FOR USERS OF THE CHURCH HALL

1. All seating and tables must be neatly stacked and returned to the designated storage area before vacating the premises.
2. The floors, surfaces and toilets should be left clean and tidy, rubbish removed and the premises left securely locked with all lights turned out, taps turned off, thermostat in the corridor put back to 17 degrees. The Hall has no rubbish collection arrangements, so please bring your own rubbish bogs and ensure all rubbish is taken away
3. Please ensure sufficient time is built into the hiring period to allow for setting up and clearing away. Bookings are offered in half hour blocks. We ask that you adhere strictly to your hire terms to respect other users.
4. Keys should be returned to the Parish Office letterbox, to the left of the inside of the church, in a clearly marked envelope stating the name of the hirer, date and time of the booking. The church is usually open seven days a week in daylight hours.
5. USE OF KITCHEN
 - Use of the kitchen will be subject to a separate arrangement with additional charge. Please note that the hot-water boiler above the basin produces scalding water and it should never be used for attempting to rinse or wash hands. No additional kitchen equipment will be allowed except by prior arrangement at the time of booking.
 - NOTE: deep-fat fryers or chip pans in particular will not be permitted at any time.
 - If you do not need, do not book the kitchen, it may well be locked,
 - The dishwasher takes a long time to heat up. Switch it on upon arrival and follow the instructions on the wall, very carefully. Please ensure that the sinks are clear before you leave.
 - Damage and breakages will be charged to the organiser of the function. A returnable deposit of £50 will be required on booking.

6. Nothing may be fixed or attached to the walls, either with sellotape, drawing pins, nails, screws or similar. White tack only may be used on woodwork.
7. You are required to ensure that children are protected at all times, by taking all reasonable steps to prevent occurrence of any injury, loss, damage or harm.
8. Smoking is prohibited inside the building. Please ensure that cigarette ends are not left lying around outside the Hall.
9. The Vicar & Churchwardens have total discretion to refuse bookings.
10. The premises are not licensed for the sale of alcohol. If you wish to sell alcohol, or sell tickets that include free alcohol you will need to seek All Saints permission to apply to Elmbridge Borough Council for the necessary licence.
11. Organisers will be expected to keep noise and other nuisance levels down during a function so as not to be a nuisance to the neighbours. This includes considerate parking of cars and slamming of car doors
12. The premises will be vacated by 11.00pm at the latest, except by prior arrangement. Particular care is requested to avoid disturbance to occupiers of neighbouring households, including the Vicarage, when departing at the end of a function.
13. All Saints Hall is not licensed for Public Entertainment. This means that any function involving music, dancing, performance of a play or a moving film exhibition, including the showing of videos must be private. 'Private' means no member of the public can obtain access, without being a member of at least 48 hours standing, or the guest of such member, of the club or society organising the function. Contravention of this stipulation can render the organiser liable to criminal prosecution, whether or not tickets are sold is irrelevant and it is immaterial whether the function is to raise funds for a charity or not. For functions involving music or dancing or plays or moving films/video shows, tickets may only be sold, or entry allowed, to club/society members and their guests.
14. Publicity, including posters and handbills for such functions must contain wording to the effect that access cannot be allowed to the general public who are not members or guests of members.

15. Jumble Sales, Bring & Buy Sales, Slide Shows, Dinners (not Dinner/Dances), Meetings, Handicraft activities and similar functions are all permissible, including access for the public at the discretion of the Vicar and Churchwardens, provided music, dancing, play-acting or film shows are not involved where there is public access. In door games events may similarly be permissible, with prior agreement, provided spectators from the public are excluded.
16. Seating has to be arranged in accordance with guidelines, so as to provide for minimum 1 metre (3 ft) width of gangways and aisles for safe access to emergency exit doors, which are clearly marked as such.
17. No additional lighting or sound equipment will be allowed to be brought on to the premises, except by prior agreement at the time of booking
18. There is no permitted access for vehicles along the pedestrian pathway from the church car park to the Hall. It is not designed to support such loads and any damage caused will be charged to the Hirer. This includes bouncy castle delivery vehicles. Access is ramped for the benefit of wheelchair users.
19. Booking the hall will be deemed to be agreement to these conditions of hire. The Parochial Church Council reserves the right for a representative to appear at any function, reasonably to ensure that the conditions are being complied with.
20. COVID19

Please see separate conditions relating to measures to mitigate the spread of the Coronavirus which also form part of the conditions of hire.

IF ANY ONE OF THE ABOVE CONDITIONS IS NOT MET, OR IF ANY DAMAGE DONE TO ANY CHURCH PROPERTY WE WILL REGRETFULLY NEED TO RETAIN THE WHOLE OF YOUR DEPOSIT

Safeguarding Provision attachment to the Hire of Church Premises Agreement.

The Parochial Church Council of All Saints Weston Parish Church 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 All Saints Weston Church is:

Name: Peter Willson

E-mail: safeguarding@allsaintsweston.com

Tel. No: 020 8224 1253