

## **ST MARTIN'S CHURCH CENTRE CONDITIONS OF HIRE**

For the purpose of these conditions, the term HIRER shall mean an individual hirer, or where the hirer is an organisation, the authorised representative.

1. The HIRER will be responsible for the supervision of the premises, the fabric and the contents; their care, safety from damage, however slight, or change of any sort; and the behaviour of all persons using the premises, whatever their capacity.
2. The HIRER shall not use the premises for any purpose other than that described in the hiring agreement, and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way; nor do anything or bring onto the premises anything which may endanger the same, or render invalid any insurance policies in respect thereof, nor allow the consumption of alcoholic liquor thereon without written permission.
3. The HIRER shall be responsible for obtaining such licences as may be needed; whether (a) for the sale or supply of intoxicating liquor or (b) from the Performing Rights Society, the Phonographic Performance Ltd or otherwise and for the observance of the same.
4. The HIRER shall ensure that nothing is done on the premises in contravention of the law relating to gaming, betting and lotteries.
5. The HIRER shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, or Local Magistrate's Court; particularly in connection with any event which includes public dancing, music or other similar entertainment or stage plays.
6. The HIRER shall, if preparing, serving or selling food, observe all relevant food, health and hygiene legislation and regulations.
7. The HIRER shall ensure that any electrical appliances brought to the premises, and used there, shall be safe and in good working order and used in a safe manner and shall display the relevant appliance test notice.
8. The HIRER shall indemnify the committee for the cost of repair of any damage done to any part of the property, including the curtilage thereof, or the contents of the building, which may occur during the period of the hiring as a result of the hiring.
9. Regular hirers may cancel a booking FOUR weeks before the date of the event and the pre-paid hire charge will be refunded. Cancellation between FOUR weeks and ONE week before the booking will result in 50% of the hire charge being refunded. If notice of cancellation is less than SEVEN days before the booking, FULL payment of the booking charge will be required.
10. The HIRER shall ensure that no dogs are brought into the kitchen or where food is being served or prepared.
11. The HIRER shall be responsible for leaving the premises and surrounds in a clean and tidy condition, which includes removing all rubbish, properly locked and secured unless directed otherwise; and any contents temporarily removed from their usual positions properly replaced: otherwise the deposit may not be returned and the committee shall be at liberty to make an additional charge.
12. The COMMITTEE reserves the right to cancel the hiring in the event of the Church Centre being otherwise required; the COMMITTEE will give at least 4 weeks' notice of such cancellation.
13. In the event of the Church Centre, or any part thereof, being rendered unfit for the use for which it has been hired, the committee shall not be liable to the HIRER for any resulting loss or damage whatsoever.
14. The HIRER shall ensure that any activities for children under 16 years of age comply with the Policy & Procedures for the Safeguarding of Children in the Parish of St Martin's.

December 2013

## Health & Safety Requirements

All leaders should be conversant with and adhere to St Martin's Health & Safety Policy. The requirements for Health & Safety are extensive and leaders using the Church or Church Centre are required to operate within the Policy. Copies of the Policy are displayed in the Church and Church Centre or are available from the Churchwarden(s).

### Fire Prevention

- All leaders of regular groups are advised to keep a register of attendance. This needs to be at hand, to be used in the case of evacuation, so a check can be made.
- No smoking is permitted on Church or Church Centre premises.
- All leaders should know where the fire exits are. The front and back doors should remain unlocked and free from obstruction when the building is in use.
- Fire extinguishers are located:

#### Type of Extinguisher

Adjacent to the main Church entrance	Water
Adjacent to the pulpit	CO2
Church Centre kitchen	Dry powder
Church Centre main hall	Water

- Leaders should be trained in the operation of fire prevention equipment

### Accident Prevention

- First Aid boxes are located in both vestries and the Church Centre kitchen
- All accidents should be recorded in the Accident Book located next to each First Aid box. A copy of the entry should be sent to the Safety Officer via the Churchwarden(s).
- It is desirable that someone should be present who is competent to undertake basic first aid.
- Leaders should take a walk round the premises at the start of each session, to conduct a visual check to ensure that there are no Health & Safety hazards which require attention. Faults and defects should be reported immediately to the Safety Officer (*Mick Walker 822396*)
- Leaders should ensure that no personal portable electrical equipment is being used within the group that has not been tested by a qualified and competent person (PAT test). Queries should be referred to the Safety Officer.
- Leaders are required to ensure that the Policy and Procedures for the Safeguarding of Children are fully adhered to.
- Children/young persons are not permitted to use or operate any equipment or appliances without close supervision.
- St Martin's Church will not accept any responsibility for injury, loss or damage to any person, personal items, equipment, appliances or items whilst using the facilities. Affiliated groups are covered by St Martin's insurance. Unaffiliated groups must ensure that appropriate liability/loss insurance is in place for their group. The number for the local police is 0116 222222 or 101
- For emergency services dial 999 or 112 from a mobile

### Requirements relating to children less than 16 years of age

Where activities involve children less than 16 years of age, leaders must have read the current Policy & Procedures for the Safeguarding of Children in the Parish of St Martin's, Desford and agree to abide by its terms. Copies of the policy are displayed in the Church and Church Centre or are available from the Churchwarden(s)

- Leaders must keep a register of attendance and complete registration details for each child/young person, using the designated form
- Leaders should be aware of specific details about the collection of children.