

**Booking Policy for the hire of the Church Halls and the Church Building**

**General Information for Hirers**

*Please make sure you have read the standard conditions of hire and the fire action procedures at the end of this document.*

*GENERAL*

* The maximum number of persons, including all staff and artistes, permitted to occupy the Large Hall is 100 persons, Small Hall 50 and Church building 200. Under no circumstances are these numbers to be exceeded.
* Please complete the Risk Assessment form prior to your event. If you have your own risk assessment form, we are able to accept a copy of that form.
* Where regular bookings are made for activities aimed at children the hirer must declare that they have a safeguarding policy in place, which must be produced on request.
* Smoking is not allowed inside the buildings or in the Church grounds, this includes e-cigarettes.
* The floors can be damaged by water. Please mop up any spills immediately and ensure that appropriate measures are taken to avoid slips and falls.
* Ensure your group members use the buildings and equipment responsibly and safely.
* There is a first aid box in the kitchen (with the Accident Book). Please advise whether you have utilised any of the contents of the first aid box.
* Please help us to keep down costs and protect the environment. Check lights are not left on longer than needed.
* Follow notices in the kitchen and toilets. Please mop up spillages. (Cleaning equipment can be found in the cupboard to the left of the small hall).
* Take care to supervise the car park. Children can be particularly at risk.
* Note any incidents, near misses or problems on the incident report sheet and let the church administrator know as soon as you can.

*KITCHEN*

* If using the kitchen please tidy up afterwards and leave it as you would wish to find it.
* Restrict the number of people in the kitchen to a safe number.
* Please follow the instructions when using the appliances in the kitchen. For reasons of economy and environmental responsibility, the dishwasher should only be used where there are more than 30 items to be washed up.
* We do not supply tea towels- please bring your own.

*And finally…*

* Please leave the premises in a tidy state – as you would wish to find them.
* Please remove all rubbish from site.
* Please make sure the fire exit doors are closed.
* Don’t forget to turn off the lights when you leave!

**Thank you for your support.**

**Please let the Church Office know if you were dissatisfied with anything.**

**St John the Evangelist**

**Standard Conditions of Hire of the Church Halls and Church Building**

We hope you will enjoy using the facilities and that your event is successful.

**GENERAL CONDITIONS**

1. The PCC accepts no liability for loss or damage to persons or property while using the premises howsoever caused, excepting through negligence of an employee or authorised representative of the Church.
2. The hirer must be sympathetic to the principles, values and aims of the Church of England. The PCC reserves the right to refuse a booking at its own discretion. The PCC may do so when it believes the activity proposed appears to be incompatible with Christian principles, or when the activity may cause undue nuisance to neighbours, or when church groups need the facilities.
3. The PCC reserves the right to exclude individuals on the basis of behaviour that is deemed inappropriate, dangerous, anti-social, illegal or in conflict with the values, aims and principles of the Church of England or directed at our staff or volunteers.
4. The hirer is responsible for leaving the halls in a clean and tidy condition. The PCC reserves the right to pass on the costs of any additional cleaning required to the hirer. Furniture should be returned to its original position unless agreed otherwise in advance.
5. If the kitchen is misused or left in a condition deemed unsatisfactory by the church future use of it may be withdrawn.
6. Toilets. There is a Disabled Toilet. Please note that the designated Male and Female Toilets in the halls are not Unisex toilets. We would ask you to respect this, even if you believe that they are not in use by anyone else.
7. All breakages must be notified to the church administrator and must be paid for.
8. Food preparation must conform to statutory guidance concerning Environmental Health.
9. The Church and halls are not licensed for public entertainment or the sale of alcohol. The premises are licensed by the Performing Rights Society for the use of copyright music, but if a hirer wishes to use recorded music, they should obtain a Phonographic Performance Licence.
10. All bookings must be paid for 14 days prior to the event (or at the time of booking if a shorter period) and, in addition, a refundable deposit of £50 paid at the time of the booking. This deposit will be returned within approximately 14 days after the booking is completed in the event that there are no issues.
11. Refunds for cancellations will be at the discretion of the PCC. Cancellations made less than 48 hours prior to the event will not be liable for a refund. The PCC is not liable for losses incurred by the hirer should the facilities become unavailable for whatever reason.
12. Accidents, near misses, broken facilities or unusual incidents should be recorded in the Accident Book. The church administrator should also be notified as soon as possible.
13. During the period of hire, the hirer will be responsible for the supervision of the premises, the fabric and contents of the buildings and the supervision of the car park.
14. The hirer shall only use the buildings for the purposes stated on the booking form.
15. The hirer will pay for any damage to the fabric or contents during the hire period and agrees that the deposit may be used to cover this cost. If the value of any damage exceeds the deposit the PCC reserves the right to pursue further cost recovery.
16. No animals (except assistance animals) will be allowed in the buildings except by special arrangement. No animals are allowed in the kitchens.
17. Please do not wedge open fire doors. This is for your safety.

**FIRE ACTION**

Before your activity starts, check the location and operation of the emergency exit doors; the assembly point to be used after evacuation (usually the car park); and the fire extinguishers.

Ensure that all members of your group know what to do in the event of fire: note location and source of fire; evacuate the building using nearest exit; reporting to the assembly point.

Unless the fire can be contained at source and without risk to the individual using the appropriate fire extinguishers, telephone 999 at once. There is a smoke detector which can automatically sound the alarm.

Do not stop to collect personal belongings, do not re-enter the building until told it is safe; check that all members of your group are safe.

**Please sign and date below to confirm that you have read and are in agreement with these terms and conditions.**

**Name: Date:**

**Signature:**