

## **CHURCH HALL**

1. All legal requirements must be met by the Hirer with regard to the safeguarding of Children and Vulnerable Persons, Health and Safety practices, including, if applicable, those under Food Safety legislation, Fire Safety requirements, Fair Trading laws, Electricity at Work regulations, Fly Posting legislation, Music Copyright requirements, gaming, betting and lottery law requirements, and any Entertainment Licence required by the Local Authorities. Hirers will be invoiced for the cost of any penalties levied on the Church for any breaches.
2. The Hirer accepts that Public Liability Insurance is required, and must be provided by the Hirer, or the Hiring Organisation, to cover the event. The Insurance policy must be available for viewing, if requested.
3. The Hirer will be present throughout the hire period, and will be responsible for the care of premises and the conduct of guests. The road must not be obstructed by guests' parked vehicles.
4. Alcoholic drinks can be sold on the premises only if application to the appropriate authorities for a Temporary Event Licence has been sanctioned by the PCC, and the Licence has been obtained by the Hirer.
5. The maximum number of guests may not exceed 100.
6. The following are not permitted in the building, nor on church land: smoking; open flames; any generation of smoke or fine dust; pets (excepting Guide Dogs); any fastenings to walls or woodwork, including sellotape, blutack and similar adhesives, without prior permission from PCC.
7. Any damage to equipment or property will be charged to the Hirer or the Hiring Organisation.
8. The Hirer must report to the PCC representative any accident involving injury and an entry must be made in the Hall's Accident Book (kept in the kitchen). Certain types of accident will be reported to the local authority, in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
9. Fire exits are on the road side of the Hall, near the Male Toilets, the Main Door, and on Stage. Ensure all these exits are locked at the end of hire. Extinguishers are available.
10. Tables and chairs will be found stacked, and should be replaced similarly at the end of hire away from radiators.
11. Please leave everything tidy. Washing-up liquid is available under the sink. Please supply tea towels and cloths.
12. On leaving, please turn off all taps and lights, flush toilets and close all windows. Please take rubbish away.
13. The PCC reserves the right to cancel or refuse any booking in the event of (a) the Hall being required for use as a polling Station (b) the premises becoming unfit for use intended by the Hirer (c)

a breach of the Hiring conditions being considered likely, (d) a local emergency, or if any activity is planned which is deemed by the PCC to be inappropriate for Church premises, or which challenges the accepted basis of faith at St Barnabas.

## CHURCH

1. All legal requirements must be met by the Hirer with regard to the safeguarding of Children and Vulnerable Persons, Health and Safety practices, including, if applicable, those under Food Safety legislation, Fire Safety requirements, Fair Trading laws, Electricity at Work regulations, Fly Posting legislation, Music Copyright requirements, gaming, betting and lottery law requirements, and any Entertainment Licence required by the Local Authorities. Hirers will be invoiced for the cost of any penalties levied on the Church for any breaches.
2. The Hirer accepts that Public Liability Insurance is required, and must be provided by the Hirer, or the Hiring Organisation, to cover the event. The Insurance policy must be available for viewing, if requested.
3. Electrical equipment brought onto the premises for use during the period of hire must have been appropriately tested to ensure it is safe to use. Any installation of electrical equipment must have suitable protections, including the use of removable duct tape for the securing of loose wires in areas accessible to the public.
4. The Hirer or a designated member of the Hiring Organisation will be present throughout the hire period, and will be responsible for the care of premises and the conduct of guests. The road must not be obstructed by guests' parked vehicles.
5. Alcoholic drinks can be sold on the premises only if application to the appropriate authorities for a Temporary Event Licence has been sanctioned by the PCC, and the Licence has been obtained by the Hirer.
6. The maximum number of guests may not exceed 300, to include any performers.
7. The following are not permitted in the building, nor on church land without prior permission from the PCC: smoking; open flames; any generation of smoke or fine dust; pets (excepting Guide Dogs); any fastenings to walls or woodwork, including sellotape, blutack and similar adhesives. Any damage to equipment or property will be charged to the Hirer or the Hiring Organisation.
8. The Hirer must report to the PCC representative any accident involving injury and an entry must be made in the Church's Accident Book (kept in the hymnbook cupboard). Certain types of accident will be reported to the local authority, in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
9. Fire exits are at the Main Door, and in the Lady Chapel. Extinguishers are available.
10. If chairs and tables are moved, they should be replaced at the end of hire. No equipment can remain in the church at the end of the hire period, unless permission has been granted by the PCC.
11. On leaving, turn off all taps and lights should be turned off (excepting the light in the Prayer

Chapel), the toilet flushed and all windows closed. Rubbish must be taken away. All exits must be locked at the end of the hire.

12. Corporate Acts of Worship: any corporate act of worship which is open to members of the public must take place with the agreement of the Incumbent. Matters concerning structure and content must be submitted to the Incumbent by no later than two weeks before the event, as must any electronic files designed for use in worship. Printed orders of worship will be produced by the church office. The Incumbent will expect to preside at any corporate act of worship, but may choose to invite others to take part in leading the worship.

13. The PCC reserves the right to cancel any booking in the event of (a) the Church being required for use, (b) the premises becoming unfit for the use intended by the Hirer, (c) a breach of the Hiring conditions being considered likely, (d) (d) a local emergency, or if any activity is planned which is deemed by the PCC to be inappropriate for Church premises, or which challenges the accepted basis of faith at St Barnabas.