

ST ANDREW'S CHURCH CENTRE, MAYFAIR, EVESHAM

The Church Centre Management Committee are committed to the smooth running of the church centre for the benefit and safety of all users. The following terms and conditions will ensure that this is achieved and the safety of those using the facility.

Hiring agreement and conditions of hire all users

Suitability

1. The centre may not be used for any purpose which is unlawful or inconsistent with the purposes of the Church of England. The hirer must not do anything or bring onto the premises anything which may endanger the building or anybody present nor invalidate any insurance policies which apply.
2. The hirer must confirm that the centre is suitable for the purpose of the hire.

Private Use Definition

3. **Private use** is defined as being hire by a person or a group for a non-commercial, non-political, non-“cause/crusade” purpose on no more than three occasions per year and the meeting is not open to the general public and the hirer does not have a public liability policy. Examples include children's parties and wedding receptions.

Fees and Cancellation

4. The centre shall be let at the charges in force at the time of the session. The Management Committee retain the right to increase the prices but will give, in writing, at least four weeks notice of any increase to the hirer.
5. The hirer will give at least four weeks notice, in writing, to the Management Committee to terminate the contract.

Conditions

The following conditions shall apply to the hirer for all sessions.

6. All sessions shall be the responsibility of the hirer.
7. Except for Private Hire Bookings the hirer must have Public Liability Insurance.
8. The hirer must be 18 years or over. The hirer, or his authorised representative (notified in advance to the Management Committee), must be in attendance at the time of the session.
9. **Licensing:** The Centre has a Public Entertainment Licence which sets out the permitted hours of use (9.00 to 23.00 hours Monday to Saturday and 12.00 to 22.30 hours on Sunday). The maximum number of persons present shall not exceed 200. These conditions must be adhered to at all times.
10. The hirer must obtain the permission of the Management Committee before applying for any additional licence to sell alcohol.

11. **Key Security:** If the Hirer is issued with a key for the centre they will be responsible for ensuring it is kept securely. The key must not be copied.
If the key should be lost, stolen or mislaid this must be reported without delay to the Caretaker.
12. **Health and Safety:** The hirer is responsible for the Health and Safety of those using the centre during the hire period and must comply with all statutory requirements.
13. **Bouncy Castles, soft play, ride-ons or similar:** In order to comply with insurance requirements only such equipment provided by a company with appropriate insurance and safety testing certificates is permitted. Contact Alisa Shortell (01386 761111) for details of local suppliers. **Unapproved equipment will not be permitted.**
14. **Smoking** is NOT permitted on the premises. No smoking area is provided so persons wishing to smoke must leave the premises.
15. **Fire:** The hirer is responsible for ensuring all those present are aware of the fire evacuation procedures which are displayed in the centre.
The hirer, or his representative, is responsible for checking that all those present when the fire alarm is raised are evacuated from the centre.
16. **Food Safety:** Particular care must be taken at all times when food and drink are being prepared.
The hirer is responsible for ensuring that those preparing food and drinks at the Centre are appropriately trained and experienced in food preparation procedures.
17. All portable electrical equipment must be safety tested and in good working order.
18. **Displays:** The hirer is responsible for removing any display material after each session.
19. The hirer is responsible for ensuring that the premises are left in a tidy and clean condition.
20. **Rubbish:** The hirer is responsible for ensuring that all rubbish bags are placed outside immediately after the session.
21. **Security Check:** The hirer is responsible for carrying out a Security Check at the end of each session to ensure that the building is safe and secure and that nobody is locked within it.
22. The hirer is responsible for ensuring all windows are closed, and that the cooker and all lights are switched off.

General Conditions

23. Maximum attendance is 200.
24. No parking is allowed on the green surrounding the hall.
25. All instructions displayed in the centre must be adhered to.

Safeguarding Children and Young People and Vulnerable Adults

The Management Committee are responsible for ensuring that children and young people and vulnerable adults are kept safe from harm.

(The management committee wants the Centre to be a safe place for all members of the community and will work with clubs to achieve this.

We can direct you to sources of help and information if you need it.)

In addition to the general conditions above the following conditions apply to those hirers of the hall who have **children or young people under the age of 18 or vulnerable adults** participating.

26. The club must have up to date appropriate safeguarding and child protection policies.

27. All leaders involved in the club activities must have satisfactorily completed appropriate vetting procedures including an Enhanced Disclosure from the Disclosure and Barring Service, where necessary.

Data Retention

28. The information on the Letting Agreement will only be used for the purposes of managing the use of the hall and will not (except when legally required) be shared with any other party.

This form and the booking form are the legal contract with the hirer and will be stored securely until 30th April in the year following the use of the church centre and then the forms will be destroyed.

Confirmation of Acceptance of Conditions

I/we hereby confirm that:

A. I/we have read and fully understand, accept and agree to abide by the terms and conditions set out above;

(Delete one of the following as appropriate)

B. The hirer has arranged Public Liability Insurance cover. (OR)

C. The hire is for **Private Use** and the hirer/user is does not have Public Liability Insurance and is using the Church Centre's Public Liability Insurance.

Name of club/organisation or Private Hire Date

Authorised Signatory

(name in block letters)

Signature

ENQUIRIES AND BOOKINGS: Mrs Alisa Shortell Tel: 01386 761119

(All cheques to be made payable to **St Andrew's Church Centre**)

Plan of Centre showing Facilities and Emergency Exits / Fire Extinguishers

