

St. Andrew's Psalter Lane Church

Conditions of Hire and Guidance Notes

For the Hire and Use of the Church and Shirley House

1. Each booking should be made through the Caretaker, and will be confirmed on receipt of the completed Booking Form and payment of deposit, if required.
2. Acceptance of a booking implies only the use of a particular room/area of the Church Building/Shirley House as agreed at the time of booking and only during the times agreed.
3. Any St Andrew's Psalter Lane Church equipment required, such as overhead projection, piano, organ or sound system, must be arranged at the time of booking. An extra charge may be incurred for such equipment. No other St Andrew's Psalter Lane Church equipment may be used.
4. **Smoking is not permitted** anywhere on the premises. The serving of alcohol is not permitted on the premises, unless specifically agreed in writing.
5. St. Andrew's Psalter Lane Church will be responsible for opening and closing the building, ensuring heating and lighting is available, providing any equipment agreed in advance and ensuring the room/area is in a reasonable state prior to use.
6. St. Andrew's Psalter Lane Church reserves the right to cancel or change a booking if required for Church functions, or any other exceptional need. Any fee paid for a booking that is subsequently cancelled by the Church, will be refunded. The ECC cannot be held liable for any costs incurred by the hirer as the result of a cancelled or changed booking. The right is reserved for a representative of the ECC to enter the building at any time.
7. No electrical appliance or outlet may be altered, modified or tampered with in any way. Small electrical kitchen appliances may also be used. Any other electrical equipment shall only be used with the prior agreement of the Caretaker. All electrical equipment belonging to the hirer must comply with current safety standards.
8. The hirer must familiarise him/herself with the fire regulations and procedures including the location and use of the fire fighting and alarm system. (Notices are displayed in each room and near fire alarm call points). **The hirer is responsible for the safety of participants and audiences of events.** Fire equipment must not be misused and escape routes must be free of obstructions at all times. Fire doors must be closed during events. In the event of a fire, however slight or suspected, the Fire Brigade should be called by dialling 999 and the incident reported immediately to the caretaker.

9. For events involving more than 20 people, everyone should be made aware of the safety and evacuation procedures, usually by making an appropriate announcement before the event. For such events in the Church the emergency exit signs should be illuminated and all eight main doors should be unlocked. Emergency egress is via the main entrance and the emergency exits near the grand piano and the kitchen. In Shirley House emergency egress is via the main entrance and the emergency exits in Room 1 and the rear hall to the left of the stairs.
The Fire Emergency Plans are available at <https://www.standrewspalterlane.org.uk/hiring/>
10. Highly flammable substances, cylinders containing compressed or liquefied flammable gases, portable gas appliances or other equipment involving the use of a naked flame are not permitted in the building. Candles are permitted **in the Church only** provided they are placed in suitable stable holders and are not left burning unattended.
11. All damage and breakages must be reported to the Caretaker. A charge may be made for the replacement of broken items.
12. At the end of each hire, all the hirer's equipment must be removed from the premises and no rubbish/litter shall be left anywhere on Church property. The hirer is responsible for clearing away their own equipment and rubbish at the end of the period of hire. Failure to comply with these guidelines may incur a cleaning charge. The facilities must be left in good order with all furniture returned to the correct place. The Church does not accept responsibility for anything left on the premises.
13. The hirer shall, during the period of hiring, be responsible for supervision and security of the premises, protection of the fabric and contents from damage and the behaviour of all persons using the premises, including proper supervision of car parking arrangements so as to avoid obstruction of the highway.
14. The hirer is responsible for ensuring that the area in front of church, including both gateways, is kept clear at all times to allow access for emergency vehicles.
15. The hirer shall be responsible for obtaining any local authority or other licences necessary in connection with the booking.
16. The hirer shall be responsible for the observance of all regulations affecting the premises imposed by Licensing Justices, the Fire Authority, the Local Authority or otherwise and must do nothing to contravene the laws of betting, gaming and lotteries.
17. The hirer shall be responsible for making adequate arrangements to insure against any third party claims which may lie against the hirer or his/her organisation whilst using the premises. St. Andrew's Psalter Lane Church will not accept responsibility for loss or damage to the hirer's effects during the period of hire.
18. The hirer shall not sub-let or use the premises for any unlawful purpose, or in any unlawful way, or do anything or bring on to the premises anything which may endanger the premises, their users, or insurance policies relating thereto.

19. The hirer shall indemnify St. Andrew's Psalter Lane Church in respect of the cost of repair of any damage done to any part of the premises including the curtilage thereof or the contents of the premises during or as a result of a booking and in respect of any liability to third parties or otherwise arising out of the use of the premises pursuant to the booking.
20. The hirer shall, if selling goods on the premises, comply with all relevant fair trading laws and any local code of practice issued in connection with such sales.
21. The hirer acknowledges that no tenancy is intended to be created between St. Andrew's Psalter Lane Church and the hirer and no relationship of landlord and tenant exists between them.
22. St. Andrew's Psalter Lane Church regards the safe care and protection of children and vulnerable adults as of the utmost concern. The hirer, upon accepting and signing this agreement, agrees either that they have their own Safeguarding Policy available to view, or to comply with St Andrew's Psalter Lane Church's Safeguarding Policy, which is available at <https://www.standrewspsalterlane.org.uk/our-safeguarding-policy/>
23. St Andrew's Psalter Lane Church or their appointed person has the right to terminate or cancel any function or meeting not properly conducted or for any breach of the conditions of hire at any time.
24. Any complaints should be made to the Church Office, Shirley House, 31 Psalter lane, Sheffield S11 9YL.

Reviewed and agreed by the Property and Finance Committee, January 2021.

Next review due: January 2022.