

## **CHURCH: St Martin of Tours, Eynsford**

### **AGREEMENT BETWEEN St Martin's CHURCH ("the Church") and ..... ("the Hirer") FOR HIRE OF the Olive Seal Hall**

#### **One-off booking**

#### **Main Terms and Conditions**

##### **1. PERIOD OF AGREEMENT**

- 1.1 This agreement to hire the Olive Seal Hall shall run from: date and time [                    ]  
until [                    ].

##### **2. HIRE CHARGE**

- 2.1 The Hire Charge shall be £        per hour. The total cost is £        . The whole charge is payable upon booking. No refund will be given.

##### **3. LIABILITIES**

- 3.1 Whilst the Church shall use its best endeavours to prevent loss or damage to the Hirer's equipment and possessions it cannot be held liable for any such loss and it is expected that the Hirer will have its own insurance for this. The Church shall not be responsible for loss or damage to personal possessions of the Hirer's staff or children.
- 3.2 The Hirer agrees to indemnify the Church against all costs, claims and liabilities however arising out of the Hirer's use of the Hall.
- 3.3 The Hall is fully covered for any claims due to negligence on the PCCs part. However, the user must take out its own insurance to cover any other claims which may arise in relation to its use at the Hall.
- 3.4 The Hirer will ensure that the terms of every statute authorising or regulating how the Hall is used are complied with and that any work to the Hall which any authority acting under any statute requires is done and that any licence or registration which is required or which the PCC requires is obtained renewed and continued (including but not by way of limitation):

(a) compliance with statutes governing the preparation serving or selling of food

(b) compliance with statutes governing the sale and consumption of intoxicating liquor

(c) compliance with statutes governing persons working with or caring for children (including their engagement supervision and training)

(d) obtaining any requisite licence for music entertainment dancing concerts or stage performances and

(e) compliance with the conditions of such requisite licences

AND the Hirer shall keep the PCC fully indemnified against all losses and demands made against or suffered or incurred by the PCC arising out of all such matters.

3.5 The Hirer will not undertake or permit to take place any licensable activity (sale of alcohol, the provision of regulated entertainment or late night refreshment) on the premises without first having applied for (at least 14 days prior to the event) and obtained a temporary event notice pursuant to the Licensing Act 2003. The Hirer will not apply for a temporary event notice without the prior written approval of the PCC. The Hirer will supply the PCC with a copy of any temporary event notice issued, as soon as possible and in any case before the event. The Hirer will comply with the terms of any temporary event notice and also with the terms of the Licensing Act 2003.

#### 4. NOISE AND BEHAVIOUR

4.1 The Hirer shall ensure that its activities do not cause noise, other annoyance or nuisance to the nearby neighbours or passers by.

4.2 At all times while the Hirer has children on the premises, the Hirer shall have sufficient staff on duty to maintain good order and provide for the safety of the children and in accordance with the requirements of Child Protection legislation.

#### 5. FACILITIES

5.1 The Church is responsible for maintaining and keeping the Hall its approaches and its furniture and fittings clean and in good repair and for keeping the Hall well lit and adequately heated and for providing hot and cold water, toilet paper, soap and towels and an electricity supply for **any electrical equipment which the Hirer, by prior arrangement with the Church,** wishes to use. It is expected that any deficiencies will be drawn by the Hirer to the booking officer immediately they are noticed.

5.2 The Hirer shall ensure that any electrical appliances brought by them to the Hall and used there shall be suitable for use, safe and in good working order, and used in a safe manner.

5.3 The Hirer shall be responsible for cleaning up any mess or spillage caused as a result of the Hirer's activities and for washing up, drying and putting away any crockery, cutlery or other kitchen equipment or utensils.

- 5.4 The Hirer shall be responsible for tidying away all equipment and furniture by the end of the hire period.
- 5.5 The Hirer shall reimburse the Church for any loss, damage or breakages to the Hall, its fixtures, fittings, consumables, furniture or other Church property.
- 5.6 At the end of the period of hire, all sinks and toilets shall be left clean and ready to use by the next hirers.

**6. OTHER MATTERS**

- 6.1 Details of the Hall Hire Rules and Regulations applicable to **all** hirers are attached. Amongst other things they cover safety, fire prevention and action if fire occurs and must therefore be read, understood and followed thoroughly. They are to be considered as part of the main terms and conditions and treated as such.

Signed for the Church:..... Signed for the Hirer:.....

Dated: ..... Dated: .....

Where the Hirer intends to apply for a Temporary Event Notice under Clause 4.6, such application is/is not approved:

.....  
for and on behalf of the Church

# **CHURCH: St Martin of Tours, Eynsford - The Olive Seal Hall**

## **HALL HIRE RULES AND REGULATIONS**

### **1. RESPONSIBILITIES**

- 1.1 For any Church-organised event in the Hall the Vicar or a Churchwarden must appoint a person who will be in charge of safety ("person in charge") during the event.
  - 1.2 For all other hires, the named hirer is deemed to be the "person in charge" for all matters, including safety unless s/he delegates this to another person.
  - 1.3 The person in charge must:
    - make him/herself aware of these Rules & Regulations
    - at the start of the hire period ensure that all doors, bolts and locks etc., likely to be needed in an emergency operate freely and report any defects to the Bookings Officer or a Churchwarden
    - take due care to prevent accidents and do nothing which could cause fire
    - ensure that the fire doors are kept closed and NEVER wedged open
    - report any incident (including accident, injury, illness, near miss, fire smouldering, theft or other crime, damage, loss or other untoward event) to the Bookings Officer or Churchwarden and make an entry in the Incident Book kept in the kitchen
    - ensure no wax, chalk or other substance is used on the floor or walls or elsewhere without the approval, in writing, of the PCC
    - not allow ball games, except where soft balls are used
    - not allow alcohol to be sold
    - ensure rubbish is removed from the premises completely and disposed of by the person in charge
    - ensure water, heaters, lights, all electrical equipment are used wisely and economically
    - ensure that water, heaters, lights, all electrical equipment are all switched or turned off and all doors locked securely before leaving the Hall
    - remember that the Hall is situated in a residential area and:
      - ensure that the activities carried out in the Hall cause no noise nuisance to our neighbours
      - remind people leaving the Hall after 10.00pm to do so as quietly as possible
- take due care to:
- ensure the protection of the Hall from fire
  - ensure that the evacuation routes remain clear at all times
  - maintain access to all exits throughout the period of hire
  - manage the use of the fire extinguishers

- ensure how to summon the Fire Brigade
- ensure that the 'No Smoking' rule is observed at all times

## **2. GENERAL**

- 2.1 The full cost of any damage to, or loss from, the premises during the period of hire shall be met by the hirer.
- 2.2 Where the agreed letting time is exceeded, the hirer will be liable for excess charges.
- 2.3 It is not possible for the Hall to be cleaned between every letting so hirers are asked to leave the premises in a clean and tidy condition. A deposit of £20 is payable in advance, which will be returned provided the Hall is left clean, tidy and undamaged.
- 2.4 Smoking is **not** permitted on the premises.
- 2.5 The premises are **not** licensed for the sale of alcoholic drink.
- 2.6 The premises are **not** licensed for public music or dancing.
- 2.7 Folding tables and/or chairs should be put back in the rack provided after use.
- 2.8 The premises are equipped with cups, saucers and plates. Please ensure that these are washed, dried and put away after use. Cups, plates and saucers should not be stacked so high that they could fall over. Any breakages must be reported to the Bookings Officer or Vicar and replaced or paid for.

## **3. IN THE EVENT OF FIRE**

- 3.1 The nearest trained person may, if it is safe to do so, attempt to extinguish a fire using the appropriate extinguisher ("silver" or "red" extinguishers must never be used on electrical fires).
- 3.2 Those fighting the fire must ensure a means of escape is always available.
- 3.3 If the fire cannot be extinguished **IMMEDIATELY** the signal for evacuation (see 4.3 below) must be given.
- 3.4 If the fire appears to be getting out of hand no further attempts must be made to extinguish it.

## 4. EVACUATION OF PREMISES

4.1 Those responsible for assisting in emergency evacuation are the person in charge and those appointed by that person as attendants.

4.2 The Hall must be evacuated in the event of any fire which cannot be extinguished **IMMEDIATELY** or where, for any other reasons (fear of immediate structural collapse) evacuation is considered essential.

4.3 The signal for evacuation will be an announcement such as:  
"There is an emergency – leave at once by the nearest available exit and assemble outside in the churchyard – please move quietly and quickly."

4.4 On the evacuation signal being given, the following actions and responsibilities will apply:

- The person in charge will direct oversight of the evacuation
- The attendants will (singly or together, depending on what needs to be done):
  - call the Fire Brigade on a mobile telephone stating: "Fire at the Olive Seal Hall, (St Martin's Church Hall), Pollyhaugh, Eynsford, Kent, DA4 0HF"
  - assist in encouraging people to leave quickly but without panic via the nearest available exit including the designated emergency exit
  - if one exit is impassable, direct people to an alternative exit
  - before leaving, check that no one is left in the toilet, kitchen, or any other part of the premises
  - if there is time to do this safely, turn off electrical equipment (but not the lights), and heaters and close windows and doors to prevent the spread of fire
  - leave via different exits, closing doors behind them to minimise spread of smoke or fire
  - by stationing themselves nearby, warning anyone not to enter the building while the emergency situation exists
  - take charge of those who will have assembled outside in the churchyard keeping them well clear of the Hall
  - when it is safe to do so (and if the Fire Brigade have been called, it is they who will say when the building is safe enough to be re-occupied) they must advise people that they may re-enter the Hall; otherwise ask them to disperse

## 5. HALL KITCHEN

5.1 Those using the kitchen for food preparation must ensure:

- the requirement to keep the kitchen cupboards, work surfaces, and utensils clean and hygienic is adhered to
- that they know the statutory food health and hygiene regulations, which must be observed

## **6. CHILD PROTECTION POLICY**

- 6.1 The Promoting a Safer Church poster is displayed in the Church and Hall. Hirers are required to read this and ensure that they have their own child protection policy and procedures that are consistent with these standards.
- 6.2 It is the responsibility of the Hirer to ensure that all necessary Child Protection checks have been undertaken before hire commences. The Church cannot accept any responsibility for the Hirer's failure to comply with this requirement.

## **7. PROTECTION OF VULNERABLE ADULTS**

It is the responsibility of the Hirer to ensure the protection of any vulnerable adults using the Hall.