

St Peter's Community Centre, Hangleton Road, Hove, BN3 7LQ

Please note that the Centre is a **NO SMOKING** area.

TERMS AND CONDITIONS - HIRERS COPY

Please take this with you to your event – it contains useful and important information.

Hirer	The term 'hirer' shall be recognised as the person accepting responsibility for the booking of the Centre and must be twenty-one years of age or over. (Please note that parties for 14 to 25 year olds are not permitted.)
The Centre	Hiring the Centre entitles the hirer to use the main hall and the kitchen only. It does not include the Meeting Room which is situated at the far left hand corner of the main hall. If you wish to hire the Meeting Room as well, please advise Richard Delacour before you collect the keys.
Access/Keys	Please ring Richard Delacour nearer the date to arrange a convenient time to arrange collecting the keys for the Centre. The keys are to be returned as soon after your event as possible.
Booking Charges	There is a £60 donation for a 4 hour session but please note that in addition there is a £100 cash deposit which is refundable after we have checked that the Centre has been left as you found it. For each hour (or part thereof) after 4 hours there is an additional amount of £15 per hour. If you wish to hire the Meeting Room as well, a further donation of £20 is required.
Heating	Please do not touch any of the controls on the boiler itself. If you wish to turn off the heating, press the button on the right hand side of the control panel by the window marked Advance Heating Boost and that will turn the boiler off. If you press it again, it will turn the boiler back on. Please remember to ensure that when you leave the boiler is as it was when you arrived.
What's in the Centre	80 stacking chairs, 12 folding tables, 6 card tables, mugs, domestic cooker & microwave oven, domestic larder fridge, electric kettles and an urn. Brooms, dustpan and brush, mop and bucket etc. are in the cupboard in the corner of the kitchen. There are trolleys if you wish to move stacks of chairs.
What can I put up in the Centre	You may use the pin boards and drawing pins provided for banners, posters etc. which must be removed at the end of the activity. Under no circumstances should items be attached either to the walls, woodwork, windows, ceiling, floor or fixtures with Blu-Tack, adhesive tape (or any other adhesive), drawing pins, nails, screws, or hooks.
What areas around the Centre can you use	It is not permissible to use the garden area to the west side of the Centre (through the Emergency doors) or the play area to the south of the Centre as these contain the property of the Little Gulls and Buoy. You may use the grass area to the east of the Centre. Please do not allow children to play in the churchyard.
What you may need to bring	Washing up materials, table cloths and tea towels, plates and cutlery, spare toilet rolls, glasses, bin liners.

Clearing up	The hirer shall be responsible for ensuring that all heaters, lights and kitchen appliances (except the fridge) are turned off, the kitchen and toilets are clean, all windows are closed, both Fire Exit doors are secured and that the Centre is generally clean and tidy. Tables and chairs should be put back with no more than 5 chairs per stack along the sides of the Centre. Please do not drag chairs or tables across the floor. Any rubbish should be taken away with you and put it in your own domestic waste.
Child Protection	The hirer should be aware that St Peter's Church operates a Child Protection Policy. You are required to ensure that children are protected at all times, by taking all reasonable steps to prevent injury, loss or damage occurring. Please ensure you have read our Child Protection Policy, a copy of which is displayed on the Centre notice board.
Health & Safety	It is the responsibility of the hirer to make clear to all participants the location of the fire exits and the procedures in the event of an emergency evacuation. The Parochial Church Council (PCC) of St Peter's and its officers cannot be held responsible for loss, damage or injury whilst on the premises unless the PCC can be shown to be at fault. Health and Safety rules are displayed by the fire exit doors near to the kitchen hatch.
Safety of Young Children	Those responsible for activities or groups involving young children under eight years of age must ensure that the relevant provisions of The Children Act 1989 together with any conditions required by Social Services are complied with. It is the responsibility of the hirer to ensure that only fit and proper persons have access to young children, and that such persons shall at all times be in attendance when young children are on the premises for the activities concerned.
Fire extinguishers	One extinguisher is available in the kitchen, plus a Fire Blanket. Two Extinguishers are available in the hall.
Fire	Unless otherwise stated, the hirer signing the booking form will be deemed to be the Responsible Person (as defined by the 2006 Fire Safety Order) who is responsible for keeping exits unlocked and clear, and for evacuation procedures in the event of fire or other emergency. This responsibility includes pointing out the exits to all participants before your event starts. You should arrange a central meeting point in the event of a fire so you can check that all people have been evacuated. It should be noted that there are no fire alarms in the Centre.
First aid kit	A first aid kit is kept on top of the floor cupboard to the left of the kitchen hatch.
Food Health and Hygiene	If food is prepared, served or sold in the Centre, the PCC is responsible for meeting legislative requirements to ensure that the Centre, and in particular the kitchen, is adequately provided for the possible level of catering to be undertaken by the hirer, and that it is clean and well maintained. The hirer is responsible for ensuring that all stages of the preparation and serving meet legally required health and hygiene standards.
Licensing	The Centre is not licensed for the sale of alcohol. Event organisers may ask for donations for alcohol but may not offer alcohol for sale.
Consideration for our neighbours	Please discourage loud noise which might disturb our neighbours, especially late at night. No music will be played after 11.00pm in any circumstances.
Finish times	All lettings must finish at 11 p.m. at the latest, and the Centre must be cleaned and locked by 11.30 p.m. Please note the extra costs which will be incurred in the 'Charges' section (above) for late departures.

Damage or breakages	The hirer shall be held responsible for any damage or breakage occasioned by reason of the letting, and will be charged the cost of repair or replacement as may be determined by the PCC.
Accidents	It is the responsibility of the hirer to ensure that the Centre is safe for the purpose for which it is to be used. The hirer is also responsible for any accident or injury arising out of the activity for which the Centre has been booked. Please complete an Accident Form giving details of any accident or incident occurring during your use of the Centre which did or could give rise to injury as soon as possible after the accident or incident but in any case before vacating the Centre. Accident Forms are in the ring binder situated on top of the floor cupboard to the left of the kitchen hatch.
Third Party liability	The church does not hold Third Party Liability insurance to cover users in the Centre. It is a condition of hire that users recognise that St Peter's PCC cannot be held liable either for any other costs incurred by the hirer or for death, injury or damage to property on church premises, unless the PCC can be shown to be at fault.
Portable Electrical Appliances	While the PCC is responsible for the regular testing of portable electrical appliances belonging to the Centre, the hirer is responsible for ensuring that any electrical appliances she/he brings are safe and used in a safe manner and comply with the Electricity at Work Regulations 1989.

I declare that the information supplied is true to the best of my knowledge and belief and I understand that providing misleading or false information on the booking form can lead to immediate cancellation of the booking and forfeiture of the Booking Charges & cash deposit.

Signed and agreed by hirer:

Date:

Signed on behalf of St Peter's West Blatchington PCC:

Date: