Terms and Conditions of Hire of Rooms within the Christ Church Centre

1. **Payment:** The payment, including the deposit, is due within 7 days to confirm the booking. Bank account details are Christchurch New Catton PCC, 20.62.68, 50257559. If the booking is cancelled at least 31 days before the booked date the deposit and hire fee will be refunded in full; if within 15-30 days 75% of the deposit and 90% of the hire fee will be refunded; if within 8-14 days 50% of the deposit and 75% of the hire fee will be refunded. If it is 7 days or less no deposit refund will be given, and 50% of the hire fee will be refunded.
2. **Deposit Refund:** The deposit will be returned after the hire, with a reduction for any costs incurred, including travel costs, heating costs if the heating is left on, cleaning or tidying the Centre, <u>including returning chairs to their usual position</u>, making good any loss or repairs, bins are left overflowing, items have been fixed to walls, confetti is left in the grounds, or if non-recyclable waste is placed in the outside blue recycle wheelie bin. If the premises are not left in the required state, the decision on how much, if any, deposit will be returned is the decision of the PCC and final.
3. **Booking:** Booking is only for the room(s) and times agreed with the Church Centre Manager. When booking rooms, if equipment is required to be set up and taken down, include a minimum of 30 min preparation time and 30 min clean up time or longer if needed. The booking is for the room(s) agreed plus access to shared communal areas, i.e. lobby, kitchen, corridors, and toilets and not for any other rooms.
4. **Cancellation by PCC:** The PCC will give as much notice as possible of the need to cancel any bookings. There may be
   times when Church events will take priority over any other bookings.
5. **Condition of Hire:** The hire of the Centre and its rooms is at the discretion of the Parochial Church Council (PCC), who reserve the right to refuse any booking.
6. **Condition of Hire:** The PCC do not permit the use of external catering alcoholic bars due to restrictions imposed by our insurers.
7. **Condition of Hire:** The PCC encourage community use for a wide range of activities. However, no activity or event may be arranged which could be construed as contrary to the Christian faith. For example, hirers may not use the Centre for any other religious activities, occult related activities, Halloween parties, or the sale of artefacts associated with the occult or other forms of non-Christian worship (including séances or hypnoses). Bookings for wedding receptions will not be accepted. The PCC retains the right to accept or not accept people or organisations without explanation.
8. **Condition of Hire:** The PCC do not permit decorations, posters, etc. to be fixed to any surface with tape, pins, blue-tack, etc.
9. **The PCC shall not be liable for:**
   (a) any injury or death or damage to or loss or theft of property which may be sustained by the hirer/user and/or persons under the hirer's supervision during the hire period;
   (b) any loss due to the breakdown of equipment, failure of supply of electricity, gas or water, escape of gas or water, fire, government restriction, industrial action, civil disturbance or Act of God

10. **Indemnify**: The Hirer undertakes to indemnify Christ Church, New Catton Parochial Church Council (the PCC) against all claims, demands, actions or proceedings in respect of goods or clothing, or of the death or injury of any persons which shall occur during the period of hire, provided that this indemnity shall not apply to any claim, demand, action, or proceedings which arises out of negligence on the part of the PCC, its officers or agents or from any defects on the premises. Evidence of such cover may be requested at the time of booking.
11. **Public liability Insurance:** The PCC's Public Liability Insurance only covers Centre usage by the Church or Church organisation. We at no time provide cover for outside hirers. If you are hiring as a private individual for a function at which you are making no charge, check with your domestic house policy as it may provide the necessary insurance cover. If you are hiring on behalf of a non-Church organisation or cannot arrange suitable insurance cover through your domestic house policy, you will need to provide separate Public Liability insurance cover. Evidence of such cover may be requested at the time of booking.
12. **Risk Assessment(s):** Hirers are responsible for their own risk assessment)(s).
13. **Hirers contents or equipment:** All hirer contents or equipment stored on the premises are the responsibility of the hirer. The Church Centre will not accept responsibility or liability in respect of any damage to or loss of any goods, articles or property of any kind brought into or left at the Centre.
14. **Emergency Contacts:**

    Hazel 07783 771011

    Andy 07787 666798

    Barry 01603 484503
15. **Local Residents:** The Hirer and Designated Person undertakes not to allow activities to take place during the period of the hire which will cause annoyance to nearby residents or the general public. Events must finish, and the premises vacated, by 11.00 pm.
16. **Heating:** Heating is controlled by radiator thermostats. The Hirers must ensure that all thermostats are turned off at the end of their session. The PCC will ensure that the boiler is regularly serviced. Additional convector heaters are available and must be turned off and unplugged at the end of each session. No convector or fan heaters may be turned on in advance or left unattended as this is a fire risk.
17. **Lighting:** All lights are to be turned off when you leave.
18. **Cleaning:** Hire of all rooms includes the use of the kitchen for preparation and service of refreshments. The Hirer and Designated Person undertake to leave the hired room, kitchen, crockery etc. in a clean and tidy condition in the condition in which it was found. Crockery and cutlery is to be returned to the appropriate drawers and cupboards. Floors are to be swept. The chairs shall be stacked in a secure way no more than four high. If tables have been used, they must be returned to the storage area. All toilets to be left in a clean and tidy state.
19. **Rubbish:** All rubbish is to be placed in bins. Only recyclable waste is to be placed in the blue recycle wheelie bin. No rubbish is to be left on the floor by any bins. If there are more than 12 bottles the hirer must take the rest away. If the bins are full, i.e. the lid does not lay flat, rubbish must be taken away by the hirer. The PCC shall be at liberty to make an additional charge if this is not done.
20. **Keys**: It is the Hirer's responsibility to return the key on completion of the hire as agreed with the Centre Manager. Hirers agree to a) take care and responsibility of keys given to them, not copy or pass the key onto

anyone else, and ensure access to the premises is only at the agreed times. We will issue a 'Yale lock' secure key, which can't be copied, plus a mortice key. The keys must be returned at the end of the hire period.

21. **Security:** The Hirer and Designated Person undertake to be responsible for the security of the Centre and its contents during the period of the hire and for ensuring that all lights (including toilet lights), taps etc. are turned off and that the Centre is secured on vacating the premises. All windows are to be shut, the front door locked, and all fire doors are shut securely.
22. **Damages:** The Hirer undertakes to be responsible for any damage to the Centre and for any breakages, all of which will be reported to the Centre Manager.
23. **Safeguarding:** The Hirer must read and agree to abide by the Church's safeguarding policy which can be found on the booking website or Church website https://www.christchurchnewcatton.org.uk/safeguarding All hirers are required to ensure that children, young people and vulnerable adults are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring; and organisation must carry full liability insurance for this.

    There may be other hirers using different rooms in the building.
24. **Fire & Emergency Procedures:** The Hirer and Designated Person undertake to become familiar with the Fire and Emergency Procedures for the Centre as posted on the noticeboard. At the beginning of each booking all the users shall be informed of the Fire and Emergency procedures. Emergency Exits must be kept clear at all times. The fire assembly point(s) is in the Church Centre car park by the sign.
25. **Smoking** or vaping is not permitted in any part of the Church Centre building or grounds.
26. **Alcohol:** At no times must alcohol be sold on the premises. Alcohol can be brought in with permission from the Centre Manager prior to booking.
27. **Health and Safety:**
    (a) Hirers will decide the best emergency evacuation procedure for their group, depending on location, numbers and mobility/ability/ages of the group.
    (b) Emergency exits must not be blocked or obstructions placed in the corridors or fire appliances removed or tampered with or fire doors wedged open.
    (c) Children must not be left in the kitchen unaccompanied.
    (d) Locking the front door is recommended while the hire is in progress.
    (e) No Gambling, Gaming, Lottery, Jumble Sales or Auctions may take place on the premises without permission.
    (a) Bouncy castles are not permitted either inside the Centre or outside in the grounds.
28. **Accidents and First Aid:** A small stock of First Aid equipment is carried in the cupboard in the kitchen. If you use supplies, please tell us so that stock can be replenished. All accidents must be reported on an Accident form and left in an envelope addressed to the Centre Manager. Accident forms are in the First Aid Box.
29. **Electrical Equipment:** Hirers must ensure that all electrical equipment that is brought into the Centre for an event is in a safe condition.
30. **Car Parking:** All cars are parked at the owner's risk and can only be parked during the duration of the booking.
31. **Reporting concerns/incidents.** If there are any concerns that need to be raised following the hiring of the Centre, please direct these to the Centre Manager or Church Warden as soon as possible after hire.

32. **Covid:** In case of a pandemic, such as Covid-19 or any other future pandemics, Christ Church PCC will continue to adhere to the government's guidelines, and we will expect all hirers to do likewise.
33. **We will expect all hirers to:**

- Ensure that they only occupy the Church Centre during their booked time.
- Be responsible for the cleaning of all areas of the Centre which are used during their allocated time slot. Groups must provide their own cleaning materials, apart from washing up liquid