

Terms and Conditions of hire of the Chapel Rooms Hall and meeting room

Please ensure you read the following terms and conditions prior to booking. It is agreed that if you place a booking, you are accepting the terms and conditions below.

Booking: All bookings for the Chapel Rooms must be made through the online bookings system [St Peter's Church Chapel Rooms : Online Booking \(hallbookingonline.com\)](http://StPeter'sChurchChapelRooms:OnlineBooking(hallbookingonline.com)) Bookings will be reviewed and confirmed by our administrator and you will then receive email confirmation of your booking.

Occupancy: The maximum occupancy numbers must not be exceeded:

Main hall (standing)	100
Main hall (seated theatre style)	60
Main hall (seated at tables)	50
Upper room	20

No overnight sleeping is permitted.

Keyholders: One off hirers will be contacted following booking confirmation by the bookings administrator who will give details of how to access key safe.

Safety: No cycles or other equipment are to be placed in the hallway between the front door and the main hall or to obstruct the stairway to the upper room. A yellow "Caution Wet Floor" sign is available if required and can be found on the wall opposite the stairs. It is recommended that chairs, tables and other equipment should only be moved by people who have been trained in manual handling. Due care must be taken with regard to the mirrors (which are made of safety glass).

Safeguarding: You are required to ensure that children are protected at all times, by taking all responsible steps to prevent the occurrence of any injury, loss, damage or harm. Appropriate adult supervision should be provided. Please refer to our policy of Safeguarding Adults and Children within the Church. Any concerns or allegations which arise about children or vulnerable adults in the course of your activities should be communicated to our Parish Safeguarding Officer, Carly Taylor (telephone 07964 101553 or email pastoralassistantebb@gmail.com).

Hirers who offer services to children need to evidence their safeguarding policy. Please send a copy of your policy to officeebb.benefice@gmail.com

The following minimum requirements apply for regular bookings where children are present:

- Safe recruitment of adults with Disclosure and Barring Service (DBS) disclosures for all leaders and helpers.
- At least two workers for every group whatever the size, keeping a gender balance as far as possible.
- If a child or young person is alone with a worker for any reason, there must always be another adult nearby and the child must be informed where that person is.
- No person under 18 should be left in charge of a group.
- A register must be kept of children attending the group which includes name, address, date of birth and next of kin.

- We will only hire a room for individual tuition if a parent or guardian is present at all times when a child is being taught.

Insurance: Regular external hall hirers need to have their own public liability insurance in place. Please send a written confirmation of this to officeebb.benefice@gmail.com

Upper room/meeting room: When the Upper Room is in sole use periodic visits must be made downstairs as a fire check.

Fire precautions: Fire extinguishers are fixed at the top of the stairs, opposite the kitchen door and in the main hall. There is a fire blanket in the kitchen. Please read the Fire Instructions notices.

Please note the location of the fire exit to the left of the toilets up a few stairs. This exit can be used in the unlikely event the users find themselves locked in the building without a key.

Breakages and damage: All breakages and damage must be reported to the Bookings Administrator immediately after the event and may be chargeable.

No smoking: Smoking is not allowed in the Chapel Rooms.

First aid box: A First Aid Box is kept on the wall to the left of the chapel rooms hall door. Use of the First Aid Box should be notified to the Bookings Administrator so that the contents can be maintained. Hirers are reminded that they are responsible for any accident or injury arising out of the activity for which they have booked the premises. It is the responsibility of the hirer to ensure that the premises are safe for the purposes for which they intend to use them. In the event of an accident, details must be entered in the accident book which is with the First Aid Box.

Defibrillator: In case of an emergency, we have a defibrillator which is stored on the outside wall of the Chapel Rooms Hall to the right of the door. There is no code to access the defib. It can be opened and used in an emergency. Opening the door will set off a loud alarm. The fob to deactivate the alarm is in the key safe. If the defib is ever used, please notify the office.

Storage of equipment: All equipment brought on to the premises by hirers must be removed at the end of their meeting or event, unless a prior arrangement has been made.

Kitchen:

1. The kitchen door is a fire door and must be kept closed at all times.
2. The kitchen hatch shutter may only be open whilst food and drinks are being served.
3. In the event of fire in the kitchen the hatch shutter must be closed immediately.
4. Primary school aged children and younger should not be in the kitchen. Secondary school aged children should not use the kitchen unless they are being supervised by an adult at all times.
5. All kettles, coffee machines and the hot water dispenser must be emptied after use, switched off and unplugged if appropriate.
6. The cooker hob, grill and ovens must be switched off after use.
7. Care must be taken when using the microwave, which must be switched off at the wall socket after use.
8. If food is stored, prepared or cooked it should be done safely and hygienically and all instructions or advice given to you or posted in the kitchen should be followed.
9. Surfaces must be cleaned using only hot soapy water and a fabric cloth.

10. Please be aware that the kitchen is also used by other hirers and church members who may need access during your session.

Heating: Heating will be available between 1st October and 30th April. The thermostat is set at 15 degrees. Please adjust as needed.

Outside Space:

1. The outside space is usually used for car parking. However, if the outside space is required for other purposes, this can be requested well in advance and we will consider the practicalities of setting it aside.
2. Users of the hall are free to use the car park, but we cannot guarantee availability of all the spaces because it is also used by other hall users and church members. There is however plenty of free parking available on Belgrave and Firle Roads which are very close by.

EXIT CHECKLIST:

1. Furniture left tidy as found.
2. Electrical equipment switched off and unplugged where appropriate.
3. Loop system switched off, if used.
4. All equipment packed or taken away as appropriate.
5. Kitchen clean and tidy.
6. The hall swept if food has been eaten and the floor left clear.
7. Windows securely shut and the curtains in the upper room drawn back.
8. All lights off, including the lights in the toilets.
9. All doors closed.
10. All rubbish removed from site.
11. The outer door locked and, if applicable, the key returned immediately to the key safe.

The PCC of St Peter's Church does not accept any liability for any accident while the premises are being used. With the exception of private parties (eg: birthday parties), all hirers are required to hold their own public liability insurance and should produce evidence of this.

Music licence: We hold a PRS Music Licence. In general terms this permits live or recorded music to be played in the Chapel Rooms. However, if the hirer uses commercially recorded music, the hirer is responsible for obtaining any Phonographic Performance Licence (PPL) that may be required.

For hall enquires please contact the Benefice Office: officeebb.benefice@gmail.com or telephone 01323 899054. Please leave a message and the right person will get back to you very soon. If it is a critical emergency such as a flood then please text 07968 232581.

THE CHAPEL ROOMS
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