



ST. LUKE'S CHURCH CENTRE TERMS AND CONDITIONS OF HIRE

Please ensure that you have read this document carefully before making a booking.

The centre is managed by St Luke's with St Augustine's Parochial Church Council (PCC). The day-to-day administrators are the Vicar and Bookings Manager, who report to the PCC.

1 The User

In these terms and conditions, the term "the user", shall include the person signing or making the booking and person or organisation on whose behalf the booking is made, all of whom shall be jointly and severally liable.

2. Disclaimer

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 which may result in the premises being temporarily closed or the hiring interrupted or cancelled.

3. Cancellation

3.1 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.

4. Paying for the Hire

4.1 One off bookings will be required to pay for the booking in advance, on receiving notification that the booking has been accepted. For parties this will include a refundable £20 deposit, which will be returned providing the premises are left in a clean and tidy condition.

4.2 Regular users will be invoiced at the end of each month, and are asked to make payment within fourteen days of receiving the invoice. If a regular hirer gets into arrears with their rent, then payment will be required a week in advance, and failure to do so will result in the booking being cancelled for that week.

5 General Conditions of Use

5.1 The PCC retains the right to accept or not accept people or organisations without explanation.

5.2 All bookings must end by 10:00pm, unless by prior arrangement with the Vicar or Bookings Manager. The Centre is not available for overnight bookings.

5.3 The Centre will not be available for bookings between 24 and 31 December and between Palm Sunday and Easter Monday. Any exceptions to this need the prior approval of the Vicar or Bookings Manager.



5.4 The PCC recommends all hirers carry out their own risk assessments and if necessary, have appropriate insurance in force for all legal liabilities that could arise, including death or personal injury, to third parties (including employees and volunteers), or damage to the PCC's property or the property of others, arising out of their occupation and activities engaged in whilst at the Centre.

5.5 The representatives of the PCC reserve the right to enter the premises at all times and put a stop to any entertainment or meeting not properly conducted.

5.6 The hire of the premises does not entitle the hirer to use or enter the premises at any time other than the specific hours stated in the application, unless prior arrangements have been made with the bookings manager.

6. Safeguarding

6.1 The current safeguarding policy is on display in the Church Centre. All hirers must complete and return the safeguarding form at the back of this document (Appendix 1) in advance of their hire, and keep a copy for their records.

6.2 The user is required to ensure that children and vulnerable adults are protected at all times, by taking all reasonable steps to prevent injury, loss or damage occurring and ensuring all necessary safeguarding checks are undertaken. The PCC accepts no responsibility for the user's failure to comply with these requirements.

7. Health and Safety

The premises must be used in a responsible manner.

7.1 Hirers will ensure they follow PCC advice on the maximum number of people allowed in each area of the building.

7.2 Hirers will decide the best emergency evacuation procedure for their group, depending on location, numbers and mobility/ability/ages of the group.

7.3 Emergency exits must not be blocked or obstructions placed in the corridors or fire appliances removed or tampered with or fire doors wedged open.

7.4 All electrical equipment must be PAT tested and all items brought in should comply with standard safety requirements e.g. fire retardant.

7.5 A First Aid kit is kept in the kitchen and hirers are required to complete the Accident Book if an accident occurs on the premises.

7.6 Children are not allowed in the kitchen for safety reasons.

7.7 Users must occupy or use only the areas and equipment hired to them.

7.8 Users shall not interfere with any electrical or audio installations. Use of the sound desk can be obtained by prior arrangement with an administrator.



7.9 The Church Centre must not be left unattended and unlocked. Hirers are advised to be aware of security when in session. Locking the outside doors is recommended when meetings are in progress, because intruders have entered in the past.

7.10 The user must keep the noise level down in order not to disturb other users and neighbours.

7.11 There shall be no smoking or vapeing in the Church Centre **or on the path/stairs between the Church and the Vicarage.**

7.12 Alcohol must not be consumed on the premises without permission.

7.13 Persons under 18 years must be supervised and protected by an adequate number of responsible adults.

7.14 No Gambling, Gaming, Lottery, Jumble Sales or Auctions may take place on the premises without permission.

7.15 Hirers are liable for any loss or damage to the Church Centre and any property therein during the hire period. Any breakages or damage must be reported promptly to the booking's manager.

7.16 Hirers will ensure that other Church Centre users' belongings are not used.

7.17 All areas are to be left as they are found (e.g. furniture, etc.) in a clean, tidy condition.

7.18 At the end of hire period users must remove any item brought into the centre.

7.19 Rubbish, including food waste, should be deposited in outside bins (recycle where possible).

7.20 Bouncy castles or other inflatables may not be used inside the Hall. They may be used on the grass outside, providing the Bookings Manager is notified at the time of booking. Use of a bouncy castle will incur an additional charge of £20. The hirer must ensure they have appropriate insurance in place and that children using the bouncy castle are supervised at all times.



Appendix 1: Safeguarding Provision Agreement.

The Parochial Church Council of St Luke’s with St Augustine’s has a Policy for Safeguarding Children, Young People and Vulnerable Adults. A copy is displayed in the church centre. Your booking agreement is conditional upon you complying with it unless you already have an equivalent policy of your own.

You 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 that you carry full liability insurance for this.

In particular this means that:

- you will comply with the good practice guide for children and young people or vulnerable adults unless you already have an equivalent;
- you will provide the church with a copy of your organisation’s Safeguarding Policy/ies (regular bookings) or if you do not have one (or are a no-off booking) adopt the current parish policy;
- you will recruit safely all current paid and voluntary workers who work with children and/or vulnerable adults, by obtaining satisfactory disclosures from the Disclosure and Barring Service where eligible, and keeping records of dates and disclosure numbers indefinitely;
- you will keep a list of the names of all paid and voluntary workers with regular and direct contact with children/vulnerable adults , and update it annually;
- you will always have at least two leaders over the age of 18 years in any group of children and young people, no matter how small the group;
- no person under the age of 18 years will be left in charge of any children or young people of any age;
- no child or group of children or young people should be left unattended at any time or be allowed in the kitchen;
- a register of children, young people or vulnerable adults attending the activity will be kept securely. This will include details of their name, contact details of parent/guardian/carer etc., date of birth and next of kin;
- you will immediately (within 24 hours) inform the Parish Safeguarding Officer of:
 - (a) the occurrence of any incidents or allegations of abuse or causes of concern relating to members or leaders of your organisation, and contact details for the person in your organisation who is dealing with it
 - (b) any known offenders against children or vulnerable adults seeking to join your membership, and manage such allegations or agreements with offenders in co-operation with statutory agencies, and with the church.

Details of the Parish Safeguarding Officers are displayed in the Hall/Church.

Declaration

I agree to abide by appropriate safeguarding procedures. I understand that my booking agreement may be terminated in the event of my failing to comply with these procedures.

Signed Designation

Organisation Date

Please sign two copies, one to be retained by the church, and one by the organisation