

# **The RULES of HIRE of St Sebastian's Church Hall, Wokingham**

## **Casual Hirers**

### **1 Noise levels**

Please be considerate towards our neighbours particularly if you are using the outside area or are leaving the hall. Please keep music to a reasonable level and do not play music outside the hall.

### **2 Use of the outside space**

Please only use the area surrounded by the picket fence and do not go through either of the gates as these areas are not part of the area hired. Please inspect the area for hazards before allowing use of the area. It is your responsibility to ensure that the area is used safely.

### **3 Use of tables and chairs**

The tables and adult chairs are stored in the cupboard on the right in the entrance hall opposite the kitchen. Please ensure you have noted where the children chairs and tables are located at the beginning of your hire period (taking photos is suggested) so that you can return them to where you find them.

### **4 Use of the kitchen – cooking is not permitted**

There is a small kitchen with limited work surfaces, a fridge and two kettles. On site cooking of food is not permitted. Outside caterers may be used but cooking of food is not allowed in the indoor or outside space.

### **5 Cups or crockery**

Please provide your own crockery and cutlery. (If you use any items found in the kitchen belonging to the church, please wash them and return them to where you find them)

### **6 Consumption of Alcohol is not permitted**

The hall is not licenced and the consumption of alcohol brought by guests for their own consumption is not permitted **without prior specific permission in writing** in the hire agreement.

### **7 Decoration of the Hall**

Decorations can be attached using the hooks provided on the white pillars. Decorations must not be attached elsewhere with anything that can damage the walls such as sticky tape, pins or "Blu Tac" which can leave a residue. Decorations must be removed at the end of the hire time.

### **8 Bouncy castles**

It is not permitted to set up a bouncy castle in the hall nor in the outside space.

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## **9 Fire Safety and the avoidance of Accidents**

Smoking is not allowed in the building or in the outside area. Please ensure that the fire safety doors are not obstructed in any way, and that fire extinguishers are not moved. If the fire doors are opened, they must be fixed open using the hooks and eyes provided. They are heavy doors that will otherwise move in the wind and may trap small figures!

## **10 Accident Book**

If there has been an accident, please ensure it is fully recorded in the Accident Book in the kitchen and the church office is notified by email to

office@stsebastians.org.uk or by telephone 01344 761050

## **11 Risk Assessment**

The HIRER is required to complete a risk assessment suitably and sufficiently related to the activities proposed to take place during the period of hire in accordance with current Health and Safety Legislation.

## **12 Please leave time to tidy and clear up**

Brushes and other cleaning equipment is in the cupboard in the entrance hall on the left opposite the kitchen. Please sweep the floors and clean up any spillages. Please return the table and chairs to where you found them. Please take all your rubbish home with you at the end of the hire – please bring your own rubbish bags.

## **13 Check list when leaving**

- a) Is the hall clean and tidy?
- b) Has all equipment been returned to where it was found?
- c) If there has been an accident, please ensure it is fully recorded in the Accident Book in the kitchen and the church office is notified
- d) If the outside space has been used, check that no equipment has been left outside
- e) Are the toilets flushed and tidy?
- f) Are all the windows closed?
- g) Are all the doors closed and firmly shut and locked?
- h) Please check all the lights are turned out including in the toilets
- i) Ensure all your rubbish and recycling is bagged and has been taken away
- j) Shut and lock the front door and return the key to the Key Safe