

HIRE CHARGES AND HIRE AGREEMENT – REGULAR GROUPS
(between the Hirer and the Parochial Church Council of Winscombe and Sandford)
St James’s Church Centre, 52 Woodborough Road, Winscombe, BS25 1BA

AGREEMENT

In consideration of the hire fee the Parochial Church Council agrees to permit the Hirer to use the Church Centre for the purposes agreed.

HIRE CHARGES FOR REGULAR GROUPS

		Clubs & Charities	Commercial
8 am to 6 pm (the hall is not available for hire before midday on Sunday)	per hour	£10.00	£12.00
6 pm to midnight	per hour	£11.00	£14.50
Kitchen (serving drinks only) <i>see note 1</i>	per let	free	free
Kitchen (preparation and serving <i>cold</i> food) <i>see note 2</i>	per let	£7.50	£7.50
Kitchen (preparation and serving <i>hot</i> food) <i>see note 3</i>	per let	£35.00	£35.00
Use of projector	per let	£20.00	£20.00
Use of stage	per let	£20.00	£20.00

Note 1 - the fee (*per let*), includes the use of the kitchen for serving hot and cold (non-alcoholic) drinks only. You must bring your own supplies.

Note 2 - the fee (*per let*), includes the use of the kitchen for the preparation and serving of cold food, tea and coffee and includes the use of crockery, cutlery, kettles etc. plus washing up facilities.

Note 3 - the fee (*per let*), includes the use of the kitchen for the preparation, cooking and serving of hot food including the use of the hob, oven, microwave, heating trolley, crockery and cutlery, kettles etc. plus washing up facilities. *NB If the hob, oven, microwave or warming trolley are used, the rear fire door in the kitchen must be unlocked using the key provided (and locked at the end of the letting).*

SETTING UP AND CLEARING AWAY

Hirers must include time to set up and clear away within their booked times. **Any waste created during the hire period must be taken away by the Hirer and not left on the premises.**

INVOICING

Invoices for regular hirers will be generated monthly and should be paid within 7 days by following the instructions provided on the invoice.

CANCELLATION CHARGES

If a booking is cancelled less than 48 hours before the booked start time, there will be a cancellation charge of 50% of the booking fee.

KEY ACCESS AND SECURITY

The Hirer is required to collect a set of keys prior to the first booking and sign a ‘Key Retention Agreement’. The keys must be retained safely and securely throughout the hire period. At the end of the hire period, the keys must be returned to the Benefice Administrator and the Key Retention Agreement cancelled.

The Hirer is responsible for leaving the Church Centre and surrounding area in a clean and tidy condition. The building must be left properly locked and secure.

CHURCH CENTRE PREMISES LICENCE

The Church Centre has a Premises Licence authorising the following regulated entertainment and licensable activities at the times indicated. The hirer must confirm if any licensable activities will take place during the hire period.

Activity	The hall is licensed for	Times for which the activity is licensed
(a) The performance of plays	No	None
(b) The exhibition of films	No	None
(c) Indoor sporting classes	No	None
(d) Boxing or wrestling classes	No	None
(e) The performance of live music	Yes	Monday to Friday - finish by 23.00
(f) The playing of recorded music	Yes	
(g) The performance of dance	Yes	Saturdays – not available for weekly hire after 4 pm
(h) Making music	Yes	
(i) Dancing	Yes	Sundays - not available before midday
(j) Entertainment similar to those activities in (e) - (i) above	Yes	
(k) The provision of hot food/drink after 23.00hrs	No	None

It is the hirer's responsibility to ensure that adequate insurance and risk assessments are in place for any additional equipment that is used by the Hirer and not owned by the Church Centre.

EMERGENCIES

There is no public telephone at the hall. Please ensure you have a functioning mobile phone available in case of an emergency. A list of contact numbers to ring in case of difficulty is on the notice board in the entrance hall.

In the event of a fire, the Church Centre should be evacuated in an orderly manner using the appropriate Emergency fire exits, and the Fire Brigade called by dialling 999. In the event of other emergencies (gas leak or power failure) the Church Centre should be evacuated.

The exact location of the emergency fire exits and fire extinguishers must be made known to the attendees. If, in an emergency, there is the need to evacuate the Church Centre, people should assemble on the pavement on the opposite side of the road to the entrance to the front car park and no re-entry is permitted until authorised. The Hirer should check that no one is left in the building.

The Church Centre's First Aid Box and Accident Book are kept in the main hall behind the stage curtain just before the entrance to the kitchen. Any accident, or incident should be entered into the Church Centre's Accident Book and reported to the Benefice Administrator, as soon as possible.

The Hirer is responsible and liable for the Church Centre, its contents, fixtures and fittings and the behaviour of all persons using the premises, including the car park.

HEATING AND LIGHTING

The gas heaters are operated by simple thermostats on the wall close to each heater. *Please do not cover or put any articles (particularly liquids) on the top of the heater guards. Be aware that when operating the heaters the guards get hot.*

In cold weather, if the gas heater(s) have been turned on, the thermostat should be lowered to 10°C before leaving. The heating system is timer controlled and automatically switches the heaters off between the hours of 10 pm and 9 am.

KITCHEN WATER HEATER

The water heater is left on permanently for hall users and the dial **MUST NOT** be adjusted.

CLEANING MATERIALS

Tools are retained in the cupboard marked 'Cleaning Cupboard' in the rear room and under the sink in the kitchen.

SOUND AND LOOP SYSTEM

Please note there is a loop system in the hall for the benefit of the hard of hearing. This is automatically switched on if the sound system is used.

The Benefice Administrator will advise regarding the use of the sound equipment if required.

FAULTS OR DAMAGE

Please report any faults, breakages or damage to the hall or its contents to the Benefice Administrator as soon as possible so that they can be rectified quickly. The Hirer will be expected to pay for any damage to the premises, contents, fixtures or fittings caused during the hire period.

In addition, the following conditions must be adhered to at all times:

- The Church Centre is a 'No Smoking' and 'No Vaping' zone
- The use of lasers or strobes during any hire is not permitted
- Noise must be kept to a level so as not to disturb local residents. All loud noise must terminate by 23:00 hours
- Vehicles parked in the Church Centre car park are at the vehicle owners' risk
- Number of attendees should not exceed 120 seated or 155 standing during the hire period
- Drunk and/or disorderly behaviour will not be tolerated either on the premises or in the near vicinity
- No illegal drugs may be brought onto the premises
- Except for assistance dogs, no animals, birds or insects can be brought into the premises without prior agreement by the Parochial Church Council
- Nothing should be adhered to the walls, floors, doors, ceilings, fixtures or fittings
- The Hirer must not sub-hire the premises or use it for any unlawful purpose or bring anything into the premises that may cause harm to the premises or those within it
- No naked flames or highly flammable products can be brought into the Church Centre
- Any electrical appliances brought into the Church Centre should be in good working order and used safely so as not to overload or damage the electricity supply, wiring or sockets
- The Church Centre is insured under the Parochial Church Council's Parishguard Policy. *The Parochial Church Council is not liable should an incident occur during the hire period as a result of the Hirer using external equipment not provided by the Church Centre.*

SAFEGUARDING DECLARATION

(For regular bookings involving Children, Young Persons under 18 years of age and Vulnerable Adults)

The Hirer must agree to abide by the Safeguarding Provisions for Hirers of Church Premises, the Parish Safeguarding Policy, Procedures, and Code of Practice. Copies of these are available on the booking website and on the noticeboard in the Church Centre. Hirers must understand that this Hiring Agreement is conditional on them keeping to these procedures and that this agreement can be terminated if they fail to comply with them. If requested they must show evidence of their compliance to the Benefice Administrator, Incumbent or Parish Safeguarding Officer. If safeguarding action has been necessary, they must inform the Parish Safeguarding Officer.

I, the Hirer agree to comply with all the conditions listed above and that failure to comply with these conditions during the hire period will result in a fee being charged.

Signed:

Print name:.....**Date:**