

## **BARBER ROOMS AT ALL SAINTS CHURCH, FARINGDON: STANDARD CONDITIONS OF HIRE**

If the HIRER has any doubt as to the meaning of the following, the Bookings Manager should be consulted. For the purposes of these conditions, the HIRER shall mean an individual hirer or, where the hirer is an organization, the authorized representative.

NB. The Barber Rooms (i.e. church hall) and All Saints church may be booked individually or together. While these CONDITIONS are designed for the Barber Rooms, see point 2 (below).

1. When a booking is considered, the proposed use must be judged not to conflict with the values of All Saints as a Christian church. The Bookings Manager reserves the absolute right to decline bookings on these grounds.
2. In the event that the Barber Rooms are booked jointly with the church building, these terms & conditions will apply equally to both buildings.
3. The HIRER shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be used in any unlawful way nor do anything or bring onto the premises anything which may endanger the premises or render invalid any insurance policies.

### **HEALTH, SAFETY & SECURITY**

4. The MAXIMUM number of people permitted in the Barber Rooms is 150. THIS NUMBER MAY NOT BE EXCEEDED.
5. The Church and Barber Rooms comply with the NO SMOKING law under the Health Act 2006. Smoking is strictly forbidden within the church, the hall, the courtyard and the immediate surroundings. It is the responsibility of the HIRER and the Hirer's guests to obey this law.
6. The HIRER shall ensure that ALL emergency exits are kept clear and free of obstruction at all times. The Fire Brigade shall be called to any outbreak of fire, however slight, and details given to the Bookings Manager.
7. The HIRER will, during the period of the hiring, be responsible for supervision of the premises, the fabric and contents, their care, safety from damage however slight or change of any sort, and the behaviour of all persons using the premises.
8. The HIRER will, during the period of the hiring, be responsible for controlling access and excluding uninvited guests.
9. The HIRER shall ensure that any activities for children or vulnerable adults comply with the provisions of the relevant current legislation and that only fit and proper persons have access to children and vulnerable adults.

10. The HIRER shall, if serving or selling food, observe all relevant food health and hygiene legislation and regulations. No fresh food should be prepared in the kitchen for hygiene reasons, though pre-prepared food may be cooked or re-heated.

11. The HIRER shall ensure that any electrical appliances brought by them to the premises are safe, checked and in good working order.

## **GENERAL CONDITIONS**

12. If you wish to move any of the furniture or equipment, please check if it is acceptable before doing so, and replace every item in its original position after the event.

13. No decorations or notices may be fixed to the walls.

14. The sliding room divider must not be moved.

15. The pianos, organ and sound & vision equipment may only be used if booked. Conditions may apply.

16. Alcohol may not be sold. No gaming, betting or Lottery may be carried out. Where licences e.g. from the Performing Right Society are required, these will be the responsibility of the HIRER.

17. No dogs other than guide dogs are to be allowed in the building.

18. Bicycles and similar should not at any time be taken into the building.

19. No BBQs or ball games in the grassed area or churchyard. Children should be supervised at all times for their own safety.

## **DAMAGE**

20. The HIRER accepts responsibility for making good any loss or damage to any part of the property or its contents occurring as the result of the hiring.

21. The HIRER may, at the discretion of the Bookings Manager, be required to pay a DEPOSIT. This deposit will be returned to the HIRER less the cost of rectifying any damage caused (including any cleaning costs) to the premises and/or contents during or as the result of the hiring.

## **INSURANCE**

22. All Saints Church is insured only in respect of its own use and negligence. The HIRER will be responsible for arranging their own cover. Many clubs and societies have such cover. Special events insurance may be appropriate. The Bookings Manager may need to see proof of insurance before the letting can commence.

23. COMMERCIAL HIRE - Any person hiring the hall for commercial purposes (holding any activity/function for financial gain e.g. aerobics lessons, keep

fit classes etc.) must provide full Public Liability insurance cover (£5,000,000 indemnity). The Bookings Manager must be provided with evidence that this insurance cover is in place before a commercial booking shall be accepted.

24. The HIRER must record all accidents involving injury, however small, in the Accident Book in the kitchen, and bring them to the attention of the Bookings Manager as soon as possible. Any damage and any failure of equipment belonging to the hall must also be reported when returning the key. Certain types of accident or injury must also be reported in accordance with the Executive Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1995.

### **CANCELLATION POLICY**

25. The Bookings Manager reserves the right to cancel a hiring agreement at any time either before or during the term of the agreement upon giving 7 days notice in writing to the HIRER. The HIRER shall be entitled upon such notice to reimbursement of all monies paid to the Church but the Church shall not be liable to make any further payment to the HIRER.

26. If the HIRER wishes to cancel the booking within a period of time less than 14 days before the date of the event and the Bookings Manager is unable to conclude a replacement booking, the question waiving of the fee shall be at the discretion of the Bookings Manager.

27. In the event of the hall or any part thereof being rendered unfit for the use for which it has been hired, the letting may be cancelled and the Church shall not be liable to the HIRER for any resulting loss or damage whatsoever.

### **AT THE END OF THE HIRING**

28. The HIRER will be responsible for leaving the premises in a clean and tidy condition, and any contents removed from their usual positions properly replaced. Failure to do this could mean the loss of the whole or part of your deposit, plus being invoiced for any additional costs incurred.

29. All waste should be removed by the HIRER from the premises and churchyard and disposed of appropriately.

30. On leaving, the HIRER MUST ensure that all lights, heaters and kitchen appliances are switched off and all doors and windows are properly locked and secured.

31. THE KEYS MUST BE RETURNED, AS AGREED, IMMEDIATELY AFTER YOUR BOOKING.

## **APPENDIX 1**

### **Barber Rooms Emergency Evacuation and Fire Safety Policy** **(v.3; October 2014)**

#### **INTRODUCTION**

- a. In the event of fire or other emergency the prime objective is the safe evacuation of all persons from the building.
- b. The second objective is to notify the emergency services. **Church postcode: SN7 7HU**
- c. Once the building has been cleared and the emergency services notified the fire may be tackled by the designated FIRE WARDEN as long as it does not expose them to risk.

#### **FIRE WARDEN**

- To be designated for each activity. In the case of an outside hire this will normally be the HIRER.

#### **ALARM**

- Anybody may sound the alarm by pressing a call point. The FIRE WARDEN is to be instructed in the operation of the fire alarm panel.

#### **DESIGNATED FIRE WARDEN'S DUTY**

- Ensure before the activity that all external doors are unlocked.
- In the event of an emergency direct people out of the main door unless it is dangerous to do so in which case they are to leave by the cloister doors.
- The WARDEN is to check that the toilets are empty.
- Childrens' Group leaders to take their children to the assembly point where the main church path meets Church Street.
- Call 999 (or 112). The church telephone is in the Vestry. **Postcode: SN7 7HU**
- Tackle the fire with the appropriate extinguisher if it poses no risk to themselves.

#### **ACTIVITY PARTICIPANT'S DUTY.**

- Leave the building by the designated exit and assemble at the assembly point where the main church path meets Church Street.

#### **EVENT LEADER**

- Ensure no matches or other means of ignition are left in the building.
- Prepare a written risk assessment and procedure if candles etc. are to be lit during an event.

#### **ALL SAINTS**

- Have all fire extinguishers professionally serviced annually.
- Maintain a fire log book including details of fires, fire drills, risk assessments and servicing.

## **APPENDIX 2**

### **Notes for Users of Barber Rooms Kitchen**

1. All hirers must provide their own supplies for washing up (washing up liquid, cloths, gloves, tea-towels, hand towels, kitchen rolls etc.)
2. Handbags and coats must not be taken into the kitchen and put on top of the work surfaces. If you have concerns about your personal belongings please get someone outside the kitchen to be responsible for them.
3. If you (have permission to) use the coffee machines and vacuum flasks please ensure that they are emptied and properly washed out but then left with their lids up so that they do not become mouldy. Coffee grounds **must not** be washed down the sink but should be emptied either into the main waste bin or an appropriate bag in the green food waste bin and taken home for proper disposal.
4. If you are using any china make sure that you put back any items used into the right cupboards, shelves etc. especially the mugs which are kept in bowls for ease of removing and replacing.
5. When washing up, you will find that the work-surface tilts slightly towards the body causing a surplus water problem. It helps to put a folded tea-towel at the front edge between the two sinks to prevent the water draining towards you and also preventing the water from dripping onto the floor and down inside the cupboard. If this does happen please make sure that you wipe over the door and shelves inside. Inevitably, whilst washing up, water will get onto the floor so please ensure that when you have finished you wipe the floor to mop up any spills.
6. If there are any food spillages on the floor please wipe up using a cloth dipped in a mild detergent solution. Also use a mild detergent solution to wipe down the work surfaces. **No bleach** products are to be used.
7. When you have finished washing up please clean and dry the underside of the washing up bowls and dry off the draining boards and rack.
8. Please ensure that the water heater and the hatch light are switched off before leaving (the main lights are on an automatic timer).
9. Finally... Please take all rubbish and recycling home with you and leave the kitchen in a better condition than you found it.

Jeni Summerfield  
Kitchen Manager