



TERMS & CONDITIONS OF HIRE of ST AUGUSTINE'S CHURCH HALL, NORWICH

(one copy to be retained by the hirer)

General and legal

- St Augustine's Hall ("the Hall") is owned and maintained by St Augustine's District Church Council ("the DCC"). The Hall includes the building known as the Hall and the land at the front of the building between the gates. This land is not a public right of way and no parking is offered.
- The Hall may be hired Monday to Saturday between 9.00 a.m. and 9.00 p.m. depending on availability. The granting of extensions to these times is at the discretion of the booking manager and DCC.
- Children's birthday parties (for under 12s only) must be concluded and the Hall vacated by 4.00 p.m.
- The Hall will be closed for hire during Christmas week and from Palm Sunday to Easter Sunday. Any exceptions to this need the prior approval of the vicar. It may be closed on other days for maintenance and other reasons at the discretion of the DCC.
- Hirers shall not use the Hall outside their booked period.
- Sub-letting or other transfer of the booking to a third party is not permitted.
- The performance of copyright-controlled music in the Hall, whether live or recorded, is permitted under the music licences. However, sound levels must be constantly monitored to avoid disturbance or nuisance to our neighbours. The performance and practice of electrically amplified musical instruments on the premises is not permitted.
- The Hall is not licensed for the public viewing or recording of broadcast or streamed TV programmes or the playback of copyright-controlled recordings held on any electronic or digital device.
- There shall be no smoking or vaping inside the Hall.
- Consumption or sale of alcohol is not permitted in the Hall or in the grounds unless the hirer has obtained permission from the vicar and can show the necessary licences.
- Permission is required from the vicar or churchwarden in advance if the press/media wish to take photographs or film on the premises.
- As the Hall is primarily a place of Christian worship, any political or religious/spiritual activities need to be approved by the vicar in advance, in consultation with the DCC.
- The booking manager, vicar, members of the DCC and their contractors shall be permitted to enter the Hall at any time to inspect the premises and carry out maintenance.
- If a key is issued to the hirer, contact details for one designated key holder only must be given to the bookings manager. The key must only be held by this individual and must be returned immediately if the booking is cancelled. It is the responsibility of the designated key holder to ensure that all lights are turned off, windows are closed securely and external doors locked at the end of the booking.

Loss, damage and condition of the Hall

- The hirer may be liable for any loss or damage to the Hall, its furniture, fixtures and fittings, during the hire period caused by any person or persons under the hirer's supervision.
- The hirer will promptly report any spillages, damage and breakages to the booking manager.
- The hirer will ensure that other Hall users' belongings stored with permission of the DCC at the Hall are not used or removed without permission of the owner and DCC.
- The hirer will leave the Hall in a clean and tidy condition at the end of the hire period, including the removal and safe disposal of all food waste.
- Hirers are encouraged to use the Hall's recycling bin for clean paper and cardboard, clean glass bottles and clean aluminium cans.
- Only the orange plastic chairs may be taken outside and must be returned to the Hall's storeroom at the end of the hire period.

Safeguarding

- The DCC's and vicar's signed current Safeguarding Policy is on display in the Hall. All hirers must complete, sign and return the Safeguarding Declaration form at the back of this document (Appendix 1) in advance of the booking and keep one copy for their own record.
- 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.

Health and safety

- The maximum number of persons allowed in the Hall is 60.
- The hirer will take all reasonable measures to prevent the occurrence of any injury, loss, damage or harm to people or property during the hire period.
- The DCC's contents and public liability insurance may not cover the property or specific activities of the hirer; hirers are therefore advised to obtain their own property and public liability cover as appropriate. Professional practitioners are also advised to obtain their own professional indemnity insurance as appropriate.
- Hirers are advised to conduct their own risk assessment and ensure that persons under their supervision know what to do in the event of a fire or other emergency.



The Parish of New Catton: St Luke's with St Augustine's

- The hirer will keep the Hall's three fire exits, which are clearly marked, free of obstructions at all times during their hire period.
- Bouncy castles and other inflatables may not be used inside or outside the Hall in the Hall's grounds.
- The bookings manager, vicar and DCC accept no responsibility for injury, accident or death to any person attending the Hall or for damage, loss or theft of any property brought into the Hall by the hirer, guests, participants and other persons under the hirer's supervision during the hire period.
- The hirer or another responsible adult nominated by the hirer, whose name and contact details will be given to the booking manager beforehand, shall be present at the Hall during the whole period of the hire.
- The hirer will be responsible for maintaining good order during the hire period and for ensuring that no nuisance is caused.
- A first aid kit is kept in the marked kitchen cupboard and hirers are required to complete the accident book if an accident occurs on the premises and inform the booking manager promptly.
- The hirer shall ensure that all children under the age of 16 present in the Hall during the period of hire are supervised and protected at all times by a responsible adult. No children under the age of 16 should be allowed to enter the kitchen or storeroom areas of the Hall unsupervised by an adult.
- The hirer will ensure that no intoxicated or disorderly person enters or remains in the Hall.

Terms

- An invoice will be issued by the booking manager, usually at the end of the month, unless the hirer specifically requests to pay in cash on the day of the hire or in advance.
- Payment will be due within 28 days of receipt of the invoice.
- Payment for children's parties must be made in advance of the hire date in cash and a £10 refundable deposit left, which will be returned by the booking manager if the Hall is left in a clean and tidy condition at the end of the hire.
- At the DCC's discretion 50% of the hire fee may be charged or retained for cancellations made seven or more days before the hire date. If cancellation occurs less than seven days before the hire date up to 100% of the hire fee may be charged or retained at the DCC's discretion.
- The DCC reserves the right to amend or vary these terms and conditions from time to time as necessary and to cancel a booking if they have grounds to suspect these terms and conditions have not been met.



Appendix 1: Safeguarding Provision Agreement.

Hirers please sign two copies, one to be retained by the booking manager and one by the hirer.

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 available on request. 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 attached good practice guide with 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 or if you do not have one 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 (DBS) 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 or storerooms;
- 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.

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 PRINT NAME

Organisation if applicable Date



HIRER - PLEASE RETAIN THIS COPY.

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