

TERMS AND CONDITIONS FOR HIRING ST. STEPHENS CHURCH CENTRE, UPPER BASILDON, RG8 8LS

Interpretation of terms used within this document:

“Lessor”: The elected members of the Parochial Church Council of St Stephens, Upper Basildon.

“Representative of the Lessor”: Any member of the Parochial Church Council (PCC), or the Booking Secretary.

“Hirer”: Person, who may be an individual representing the group or organisation, who intends to book the premises.

“Hall”: The Church Centre annex to St Stephen's Parish Church, Upper Basildon

“Premises”: The entire building of St Stephen's Parish Church.

“Booking Secretary”: The person named who is responsible for receiving bookings for the Hall/ Premises.

“Booking Form”: The application document submitted to the Booking Secretary. (Copy attached at the end of this document).

LIMITATIONS AS TO USE

1. The Hall may be used only for the purposes agreed via the Lessor, being within the general criteria of “being for the benefit of the surrounding community and consistent with the Christian faith.” These do not include Halloween parties. 18th and 21st birthday parties are also not permitted.
2. The maximum number of persons allowed is 90.
3. Bookings are available only for periods between 0800 hrs. and 2300 hrs. All setting up and clearing away must take place within the hire period. The Hirer shall not use the Hall outside the permitted period. The hire of the Hall is for the specifically agreed times and does not entitle the Hirer to use or enter the premises at any other time.
4. Should a booking be cancelled after confirmation, no refund will be made except under exceptional circumstances.
5. To minimise inconvenience to residential neighbours, the Hall will only be available for hire on Saturday nights to regular users or at the discretion of the Lessor.
6. Sub-letting or other transfer of the booking is not permitted.
7. The Hirer may not permit the Premises to be used unlawfully.
8. The kitchen – which is not licensed by the environmental health authorities – must not be used for cooking – i.e. preparing dishes from their ingredients. (It may be used for reheating previously prepared food or for keeping it hot).
9. No naked flames (including barbecues) are permitted on the premises including the church grounds, except for regular-sized birthday cake candles.
10. By law, there shall be no smoking within the Premises.
11. No posters or other notices are to be displayed anywhere on the premises or within the curtilage without prior approval obtained via the Lessor.
12. Nothing is to be attached to the walls, ceilings or folding partitions. Use of drawing pins, adhesive tape, Blu-Tack or the like is forbidden as it damages the surfaces.
13. The Lessor will not accept any responsibility for items left in the Premises.

BOOKING

1. All applications for the hire of the Hall should be submitted to the Booking Secretary whose
2. contact details are as follows:
 - a. Naomi Fensome
 - b. Tel: 01491 671555 or
 - c. email: bookings@thebenefice.uk
3. The person named on the Booking Form shall be considered the Hirer. Where an organisation is named, the person signing hereby confirms that they do so in full authority of the organisation.

4. The Hirer must be at least 18 years of age.
5. For non-regular bookings we require the full fee to secure the booking, up to a maximum of £60. If the total hire charge is more than £60, then a deposit of £60 shall be required. The deposit is non-refundable unless there are exceptional circumstances. Balance due 14 days prior to hire date.
6. The Hirer shall pay the agreed hire fee at least two weeks before the booked date – or, if the booking is made less than two weeks in advance, immediately. In the absence of payment on these terms, the booking may be cancelled.

Hire Charges

Hall, Kitchen and Sanitary Facilities:

£15 per hour

£40 per session, i.e. morning (08:00 to 13:00), afternoon (13:00 to 18:00), evening (18:00 to 22:00)

£60 per day

Hall, Worship Space, Kitchen and Sanitary Facilities:

£22.50 per hour (minimum hire charge 2 hours)

£60 per session: i.e. morning (08:00 to 13:00), afternoon (13:00 to 18:00), evening (18:00 to 22:00)

£90 per day

HIRER'S LIABILITIES

1. The Lessor accepts no responsibility during the hire period either for injury, accident or death to any person arising from the hirer's actions or inaction or for damage, loss or theft of any property belonging to the Hirer or to other persons attending the premises.
2. The Hirer shall:
 - a) Be liable for any damage caused to the premises, furniture and fittings therein arising from the hire period; report any such damage and breakages to the Booking Secretary as soon as practical.
 - b) Record in the Accident Book (kept in the Kitchen) any accident occurring during the hire period, and also report this to the Booking Secretary as soon as practical.
 - c) Indemnify the Lessor for any claim or expenses incurred as a result of the hiring, including claims in respect any loss, damage or injury or for infringement of copyright.
 - d) Be responsible for maintaining good order during the hire period and for ensuring that no nuisance is caused to users of other parts of the Premises, to activities in the church, or to residents in the vicinity of the premises. (See also the next section.)
 - e) Alcoholic drinks for consumption on the premises shall be served without charge. Sale of alcoholic drinks require Temporary Event Licence (Authorised by West Berkshire Council under the Licensing Act 2003). Hirers must seek permission from the Booking Secretary in writing before applying for a Temporary Event Licence..
 - f) Report any faults (e.g. light bulbs not functioning, water leak etc.) to the Booking Secretary.

HEALTH & SAFETY

1. The Hirer (or another adult, nominated by the Hirer, whose name and address must have been communicated to the Booking Secretary before the date of hiring) shall be present during the whole period of the hiring.
2. The Hirer (or other adult as nominated under the preceding paragraph) shall familiarise him or herself with the "Guidance on Fire Procedures and Emergency Evacuation" displayed in the entrance lobby and, in the event of fire:
 - a. follow that guidance; and
 - b. as soon as possible thereafter, notify the Lessor or other representative of the PCC.

3. The Hirer shall ensure that sufficient numbers of responsible adult helpers are present to supervise the planned activities, and that they are also aware of the "Guidance on Fire Procedures and Emergency Evacuation" mentioned in the preceding paragraph.
4. Hirers must comply with the hall and kitchen notices regarding Health and Safety.
5. The Parochial Church Council of St Stephen's Parish Church Upper Basildon has a Policy for Safeguarding Children, Young People and Vulnerable Adults. Your booking agreement is conditional upon you complying with it unless you already have an equivalent policy of your own.
6. The Hirer is required to ensure that children, young people and vulnerable adults are supervised and 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.
7. The Hirer is responsible for ensuring that any electrical equipment brought onto the premises is safe to use.
8. The Hirer shall take all reasonable steps to;
 - a. Keep the fire exits, which are clearly marked, free of obstruction at all times;
 - b. Prevent the occurrence of any injury, loss, damage or harm to people or property;
 - c. Ensure that the hot water urn in the kitchen is operated only in accordance with the instructions.
 - d. Prevent any tampering with the central heating arrangements, which are pre-set;
 - e. Avoid any damage to the flooring either by dragging furniture or from sharp points and edges;
 - f. Clean up immediately anything spilt on the floor, furniture or walls; and
 - g. Ensure that no disorderly person enters or remains in the premises.

Washing up crockery, utensils and serving dishes: Please first wash your hands and use the disposable towel roll provided. Use the hot water from the wall hung appliance and dish washing detergent for washing up. It is recommended not to dry up washed items but leave these to drain if practical. Otherwise, please use a clean tea towel(s), once used, place these on the middle window ledge so these may be machine washed before re-use.

10. The decision of the Lessor concerning acceptable noise levels and proper use of the premises is final. If adequate action is not taken by the Hirer to reduce noise levels when requested, the electrical power will be switched off. If adequate action is not taken by the Hirer to restore proper use of the premises when requested, the Lessor may terminate the hiring and the premises shall be vacated forthwith. In neither case will the Lessor accept any liability for any damage incurred or loss of booking amenity.

CLEARING UP

1. The Hall, including the kitchen and toilets, must be left in a clean condition, comparable to the condition at the beginning of hire. (The cleaning cupboard –which contains cleaning equipment and materials – is the second door on the right on entering the Hall. The cleaning cupboard should be kept locked at all times.
2. In particular:
 - a. Chairs and tables shall be tidily stacked away, to the perimeter of the Hall and not in front of radiators. (Except where previous arrangements or a request has been made on behalf of the next group scheduled to hire the area subsequently).
 - b. kitchen surfaces shall be left clean and tidy and all taps should be turned off. The cooker must be cleaned after use.
 - c. China, cutlery and other utensils shall be left clean and put away after use.
 - d. All unused food and drink shall be removed from the premises. Please do not leave opened bottles of milk/ other drink in the refrigerator.

e. The Hirer is responsible for all rubbish and recycling that arises during the hire. Materials that may be recycled should be placed in the appropriate boxes (Kitchen waste in caddy, cardboard/paper, rinsed glass/plastic bottles in boxes located below the stairs).

Non-recyclable waste should be bagged and placed in the grey bin outside, to the north of the main entrance hall. The Hirer should bring some rubbish sacks for this purpose. If the relevant container is full, the Hirer should take excess rubbish away with them.

f. The carpet should be vacuumed, and the kitchen and entrance lobby should be swept.

3. Before vacating the premises, sliding partitions should be left open, all windows shut and latched and external doors shut and locked (If specified by the Booking Secretary), and all lights switched off.

4. The keys shall be deposited as instructed immediately after the hire unless alternative arrangements have been agreed with the Booking Secretary.

GENERAL

1. The Premises toilets are a shared resource for Hirers and for people attending functions in the church.

2. The Lessor reserves the right to cancel any agreement to hire by giving notice of cancellation and returning the fee paid by the Hirer who shall have no further claim on the Lessor.

3. The Lessor and duly authorised officers of the Local Authority shall always be allowed access to the premises.

4. These conditions are subject to any variations as may be required to comply with Local Authority requirements.