

ALL SAINTS & MARTYRS PARISH HALL Wood Street, Langley, Middleton**CONDITIONS OF USE: to be observed by all hirers and users**

DEFINITIONS In this agreement “Hirers/Users” means the person or persons making, and accepting responsibility in accordance with, this booking agreement; “the Property” means the Parish Hall, bar, kitchens and toilets; “the PCC” means the Parochial Church Council of the Parish of Langley.

BOOKINGS The Parish Hall Rooms are available for bookings between 08.00 and 23.20 Bookings (including regular bookings) constitute licences to use the Property (or part thereof) at the agreed times only, subject to compliance with these conditions. Hirers/Users do not have access to other sections of the Parish Rooms that they have not booked. The Property is **not** licensed for public performances, public dances, public discotheques, neither is it licensed for the sale of alcohol - only the licensee has a licence to sell alcohol. It is acknowledged by the Hirers/Users that no relationship of landlord and tenant is created. The Property may be used only after booking through the Bookings Secretary and paying the proper charges **in advance**. Regular bookings may be made for a period, e.g. for a particular time on the same day every week/month; in that case, if the Property is **not** required on any occasion the Bookings Secretary must be informed at least 12 weeks in advance, otherwise a charge may be payable.

The PCC reserves the right to cancel or postpone any letting if the Property is required for Church purposes, other events/situations or for an Election, but will endeavour not to do so and will give as much notice as possible. The PCC and Vicar reserve the right to refuse or revoke a booking if it feels the Conditions of Use are likely to be breached.

NUMBER OF OCCUPANTS

The total number of people in the Property at any one time must not exceed 110 if seated at tables, or 140 if full seating not required. The total number of people in the Meeting Room/Office must not exceed 12.

SETTING UP/ CLEARING UP

Hirers/Users must set up and clear up ***WITHIN THE PERIOD OF HIRE*** and must ensure that they hire the premises for a sufficient length of time to enable them to do so. Access may be allowed outside the times booked and this must be pre-arranged. The Hirers/Users are responsible for keeping the Property clear of any rubbish. The grounds to the Property must also be cleared if rubbish has been left. Refuse bags will be provided and there are bins provided at the front of the Property into which all rubbish should be put.

Functions must finish not later than 11pm, and in the case of an evening hire must be cleared up and vacated by 11.30pm. **FAILURE TO DO SO WILL BE CHARGED AT AN HOURLY RATE.** The Property must be left clean, tidy and secure.

DAMAGE

All damage and breakages must be reported to the Bookings Secretary. The Hirers/Users shall be liable for any damage to the Property and grounds, including the furniture, equipment and fittings, during the period of the hire and arising directly or indirectly out of their hire of the Property. “No Smoking” signs must be observed, and any spilt liquid on the floor must be mopped up immediately. A minimum damage deposit for all events of **£50** cash will be required (non-members of the regular congregation), **minimum £100 cash** for all birthday parties. In the event of any damage occurring during the hire, this deposit may be retained, in part or whole, to offset the remedial works. The Hirers’/Users’ liability for damage is **NOT** however limited to £50, or, in the case of birthday parties where additional damage deposit is paid – **NOT** limited to £100. If no damage occurs, all the damage deposit will be returned **after** 12noon on the first working day **after** the hire.

LIABILITY

The Hirers/Users indemnify the PCC against any liability to third parties or otherwise arising out of the use of the Property pursuant to the booking.

NOISE

The Hirers/Users hereby undertake to avoid and prevent any excessive noise – particularly highly amplified music which might disturb neighbours. The Hirers/Users also undertake to avoid and prevent noise and disturbance to neighbours when they or their invitees arrive and leave the Parish Rooms and surrounding areas.

- HEATING** The central heating system is operated by automatic timers. Hirers/Users **must not** adjust these timers.
- DECORATIONS** No staging, scenery, decorations or the like may be affixed to any part of the buildings, without the prior consent of the Bookings Secretary. No alterations should be made to electric lamps or fittings, electrical circuits or wiring. No public address system or stage lighting should be used without the prior permission of the PCC or its authorised representative (via the Bookings Secretary)
- ALCOHOL** The Property is licensed for the sale of alcohol and arrangements for Bar opening should be made at the time of booking. **Please note that it may not always be possible to provide bar facilities.** Only staff working for the PCC, and under the supervision of our Designated Premises Licensee are permitted to work behind the bar. Anyone who appears to be under the age of 25 will not be served alcohol unless valid Photo ID is provided. Children will **not** be served at the bar under any circumstances.
No alcohol bought elsewhere may be brought onto the premises and/or consumed on the premises. Any alcohol found that has not been purchased at the bar will be confiscated and the person responsible will/may be asked to leave. No alcohol may be purchased at the bar for consumption off the premises.
- LAST ORDERS** Last orders will be called fifteen (15) minutes before closing time and twenty (20) minutes is allowed for drinking up time. All glasses must then be returned to the bar. All glasses will be collected after this time by bar staff, regardless of whether they are empty or not.
- PUBLIC ENTERTAINMENT**
The building is NOT licensed for *public* performances and no advertising is allowed. Admission is restricted to family and friends of the Hirers/Users, or in the case of an organisation to its members and friends. **Tickets must not be sold at the door.**
The building is **NOT** registered for *public* Auctions and must not be used for that purpose.
- LICENCES** The Hirers/Users are responsible for obtaining and paying the cost of any licences required from the local authority, the Performing Rights Society or owners of copyright.
- SECURITY** The Hirers/Users are, during the period of hire, responsible for the security of the whole Property and for controlling admission.
- EMERGENCIES** When the building is in use, bar staff will act as stewards to guide people out in case of emergency. Hirers/Users must know where the fire exits are situated.
Please note that there is a public telephone on the premises.
- FIRE PRECAUTIONS** The Hirers / Users agree to observe all the fire precautions and shall not at any time obstruct or cause obstruction of any corridor, entrance or exit.
- EXITS** Hirers/Users are advised to familiarise themselves with the fire escapes routes and emergency exit doors prior to the start of the function. During the hire the following conditions must be observed:
1. The main entrance door to the Property must remain unlocked.
2. All fire exits must be kept clear.
- ACCESS** The authorised representatives of the PCC, and the Licensee, also bar staff, the Bookings Secretary, Clergy and the Churchwardens, shall have right of access to the premises at all times and the Hirers/Users shall comply with all instructions of the authorised representatives, whether verbal or written.
- VEHICLES** Vehicles must not be left parked in the Parish Hall driveway for any reason as emergency services access is required at all times. Where access is required for deliveries of equipment or catering supplies, consideration must be given to vehicles parked at the vicarage, so that the exit or entrance is not obstructed. Please consider local residents when parking. Please use the church car park if possible. Please note that vehicles parked on the church car park are parked at the owners risk and the PCC shall not be responsible for any damage to the vehicle, and/or any injury to any person, and/or for any damage or loss belonging to any person whilst the vehicle is parked.
- INJURY** The PCC shall not be responsible for any injury to any person, or for the loss or damage to any property belonging to any person using the Property.

IMPORTANT



SAFEGUARDING CHILDREN POLICY AND PROCEDURES AGREEMENT FOR PARISH ROOM HIRERS/USERS

Your booking agreement is conditional upon you working within the terms and conditions of our Policy and Manual, 'Working with Children and Young People'

*In particular this means that, where groups have booked the Parish Rooms for events which involve **organised Child Care, and direct access to Children not accompanied by their parents** (although this does not apply for 'family' bookings, for example: Baptism parties) the following guidelines **MUST** be followed:*

- You must obtain, and store confidentially and indefinitely, a signed declaration of past offences from all current paid and voluntary workers who have regular and direct contact with children.
- A Disclosure check from the Criminal Records Bureau must also be obtained.
- You must keep a list of the names of all paid and voluntary workers with regular and direct contact with children, and update it annually
- There should always be at least two leaders in any group of children and young people, no matter how small the group. Small groups with single leaders may meet in a large room or in adjoining rooms with an open door between. If a child or young person is being interviewed alone, there should be another adult nearby.
- While maintaining the recommended number of leaders per group, their gender should also reflect the group, ie there should be at least one male leader if possible where there are boys present, and always at least one female leader where there are girls present.
- **No person under the age of 18 should be left in charge of any children of any age.**
- No child or group of children or young people (under 18) should be left unattended at any time.
- A register of children or young people attending the club/activity should be kept. This should include details of their name, address, date of birth and next of kin.
- The procedures which this church follows where allegations of abuse are made are included our Policy and Manual.

The Officer for Safeguarding Children in this Parish is:
Mrs Karen Tyner 0161 653 0711