

Conditions for hire of the premises

Policy

1. The person booking the room(s) is responsible for the safety of all people using the premises for which the booking was made.
2. The person booking the room (and other responsible adults) must familiarise themselves with the location(s) of the emergency exits and the action to be taken in the event of fire (refer to the fire notice in each room).
3. The premises may NOT be used for any event *open to the public* where there is to be music, singing or dancing, without prior consent. Such events are covered by our Public Entertainment Licence and there are specific conditions attached to use of the premises for such purposes.
4. No alcohol may be sold or consumed on the premises.
5. There is a no smoking policy in all parts of the premises.
6. The rooms are not available for commercial retail use.
7. The church is not liable for any accident, injury or loss of property, however caused. You may wish to carry your own insurance. All accidents must be recorded in the accident book located in the First Aid cupboard in the kitchen.
8. A stairlift is available for access to the first floor Pardshaw room. Please enquire about instructions for using this if it is thought to be required.
9. Please treat the property with care, including any furniture and kitchen equipment.
10. Please be aware that other users may be in the building - please respect their use of whichever room they are using and try not to cause disturbance to others with excess noise - especially if using communal areas such as the kitchen.

Children: parties/group meetings

11. Please ensure that children do not use any room other than that which has been booked, and check toilets for cleanliness before leaving.
12. Safety of children: the Church Council has adopted guidelines for the safety of children and young people on these premises.
13. Supervision: the minimum ratio of adults to children suggested is:
 - 0 - 2 years at least 1 adult to 3 children
 - 2 - 3 years at least 1 adult to 4 children
 - 3 - 8 years at least 1 adult to 8 children
 - 9 - 16 years at least 1 adult to 10 children
14. There should always be at least two adults present with any group of children or young people.
15. Children are only allowed in the kitchen for supervised activities, and at least one adult must be present at all times.

Before leaving the premises

16. Brushes etc. are available in the cleaner's cupboard opposite the ladies' toilet. The key hangs inside the First Aid cupboard.
17. When the event is finished:
 - * return any furniture you use to its original place
 - * chairs should be stacked with the seat facing the wall to allow use of the chair trolley
 - * ensure tables are clean before being stacked away
 - * ensure that all equipment is turned off
 - * rooms are left clean and tidy
 - * the kitchen is safe
 - * no taps are left running
 - * all lights are off (particularly the toilets)
 - * all windows are closed
 - * the building is secured (ensure that the LHS entrance door is bolted top & bottom if this has been opened for easy access)

Keys

18. A £5 refundable deposit is payable for a key to the premises. The key must be returned promptly after the event, or as agreed when the key was issued.

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