

ROSEBERY ROAD METHODIST CHURCH HIRE AGREEMENT - OCCASIONAL HIRERS

HIRER DETAILS

Name:

Address:

.....

Contact number:

FACILITY REQUIRED (please tick)

Lecture Room

Calvert Hall

Excludes use of oven in kitchen

DATE OF HIRE

TIME From To

TYPE OF FUNCTION/ACTIVITY

IF HIRING EQUIPMENT, SUCH AS A DISCO OR BOUNCY CASTLE, FOR YOUR EVENT, PLEASE CHECK THE OPERATOR'S/SUPPLIER'S INSURANCE DETAILS.

NO PART OF THE PREMISES IS LICENSED FOR THE SALE OR CONSUMPTION OF ALCOHOL.

THE WHOLE OF THE PREMISES IS NO SMOKING.

IF YOU HAVE ANY PROBLEMS DURING YOUR HIRE, PLEASE RECORD THESE IN THE LOGBOOK IN THE CALVERT HALL FOYER OR THE LECTURE ROOM.

As a hirer of our facilities for a one-off event, such as a party, you will have been charged a deposit of £50 which will be refundable provided that the premises are left clean and tidy after your hire.

Part or all of the deposit will be retained by us if there have been any breakages; if any damage has been done; or if the room(s) you have used need to be cleaned again.

I have read and understood the terms and conditions of hire, the emergency action for hirers (Annex A) and the defibrillator information (Annex B) attached to this agreement. I also understand that part or all of my deposit may not be refunded if any damage or breakages have been caused during my hire, or if the premises have not been left clean and tidy, and rubbish removed if it will not fit in the wheelie bin.

Name:

Signature:

Date:

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These are the things that will be checked by the member of our Property team who comes to lock up at the end of your hire:

	Y/N	Comments
Premises left clean and tidy		
Rubbish removed or put in bin		
Damage to walls		
Damage to floors		
Damage to windows		
Damage to doors		
Check toilets		
Check kitchen [if used]		
Check entrance lobby		
Any breakages?		

I have checked the premises at the end of the hire.

Name:	Signature:
Deposit to be returned?	Y/N

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CONDITIONS OF HIRE

1. RESPONSIBILITIES

As a hirer of these premises you are responsible for:

1. ensuring that a responsible person remains on the premises for the duration of your hire/event;
2. leaving the premises in a clean and tidy condition, including clearing up of litter and waste materials;
3. taking home any waste generated by your activities if the Church wheelie bins are full;
4. clearing up promptly any spillages which could cause a slipping hazard;
5. payment for any damage which occurs whilst your organisation is on the premises, as a result of your activities or of misbehaviour by persons attending them (this will usually take the form of forfeit of the deposit which you will be required to pay);
6. ensuring that emergency procedures are understood (**see Annex A**);
7. ensuring that emergency exit routes are kept clear;
8. ensuring that all persons attending your event(s) behave in an acceptable manner;
9. designating a person(s) to be responsible for co-ordinating emergency action in the event that this is required;
10. enforcing the no-smoking policy within the building – anyone who wishes to smoke must do so outside;
11. ensuring that cars are not parked so as to obstruct emergency access to the premises;
12. showing consideration for our neighbours when parking, and in general whilst you are using the church premises;

2. COMPLIANCE WITH HIRE AGREEMENT

You must not use the premises for purposes other than those stated on the hire agreement, and you must not bring onto the premises anything which might cause harm to any person or the premises, or compromise any insurance policies.

3. INSURANCE

If you hire equipment for your event, e.g. a disco or bouncy castle, you should check the supplier's insurance details.

4. LIABILITY

Rosebery Road Methodist Church shall not be liable for any injury (including injury resulting in death) or damage or loss of property which shall or may occur to, or be sustained by, any member of the hirer's organisation whilst on the premises (except injury or damage as may occur by reason of the neglect of Rosebery Road Methodist Church representatives or agents). The hirer shall indemnify Rosebery Road Methodist Church against all action, proceedings, costs, damages and expenses in respect of injury to persons and damage to or loss of property which may arise from the activities of the hirer's organisation.

5. PAYMENT ARRANGEMENTS

As agreed with Rosebery Road Property Steward. In addition, **a deposit of £50 will be required**. This will be refundable provided the premises are left in a clean and tidy condition at the end of your hire. A member of the Property Team will come to lock up and will check the premises before you leave.

6. PROPERTY

Rosebery Road Methodist Church accepts no responsibility for any goods, equipment, property, etc. which is used on the premises during your hire.

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7. CHILDREN AND YOUNG PERSONS

Any parents who bring their children onto the premises will be held responsible for the children's behaviour, safety and welfare.

Functions organised for children or young persons under 18 years of age must be supervised by responsible adults at all times.

8. FIRST AID

You must provide your own first aid equipment and also your own qualified first aiders or appointed persons where considered necessary in the light of the activity being undertaken.

A defibrillator is located in the vestry foyer. **See Annex B.**

9. ALCOHOL

No part of the premises is licensed for the sale or consumption of alcohol.

10. SMOKING

The whole of the premises is no smoking. You will be held responsible for anyone in your organisation found smoking whilst they are on the premises.

11. ENTERTAINMENT

Rosebery Road Methodist Church premises are not licensed for public entertainment, nor are they covered by an open television licence.

12. FOOD AND DRINK

Where food and/or drink is prepared or served, you must ensure that this is done in a way which complies with current food hygiene and safety legislation. Food hygiene posters are displayed in kitchen areas for information. **You may not use the oven in the kitchen.**

You must undertake to empty, clean and put away all crockery, cutlery and utensils in their proper places. Any breakages should be reported to the Property Steward.

13. FIRE REGULATIONS

All hirers have a legal duty to be aware of the fire regulations relating to the premises hired; to know what to do in the event of an emergency; and to ensure that all who attend the event or function are similarly aware. **See Annex A.**

14. ELECTRICAL SAFETY

You must obtain permission from the Property Steward for any electrical items which you propose to bring onto the premises for use during your hire. You are responsible for ensuring that any such electrical items, including plugs and leads, are in good condition, and that sockets are not overloaded. Evidence of Portable Appliance Testing (PAT) should be provided if you have it.

15. SAFE HANDLING

If you set up and clear furniture and equipment during your hire, you should ensure that good lifting and handling techniques are used. You should not attempt to move without help any loads which are too heavy for one person. Trolleys are provided for the moving of chairs.

If you move furniture out of the room(s) you use, please return it at the end of your hire.

16. ACCIDENTS

If an accident or near-miss occurs while you are on the premises, and someone is – or could have been – hurt, you should report this to the Property Steward so that it can be recorded in the Church accident book.

ROSEBERY ROAD METHODIST CHURCH ANNEX A

EMERGENCY ACTION PLAN FOR HIRERS

As a hirer of these premises you have legal duties with regard to the safety of the people who attend the meetings and events of your group or organisation.

You should make sure that you know:

- what to do if there is a fire
 - how to warn people
 - how to evacuate people safely
 - arrangements for contacting the emergency services
- the emergency escape routes from the premises (bearing in mind that there are some which you would not normally use, but might need to in an emergency)
- the safe place outside the building where people should assemble following an evacuation, so that you can check that everyone is accounted for

You need to decide for your own group or organisation:

- who will be responsible for specific actions, such as contacting the emergency services, checking all rooms and toilets to make sure that no-one is left on the premises, etc.
- how you will make sure that any people with disabilities are helped from the premises
- how you will deal with people, especially children, once they have left the premises

Everyone who attends your meetings and events should be made aware:

- that there is no smoking allowed anywhere on the premises
- how the alarm will be raised if a fire is discovered
- who will take charge in the event of an emergency
- where the emergency exits are
- where to assemble once they have left the building
- that, in the event of an emergency, they should not stop to collect their belongings but should leave immediately

When your group or organisation is using the premises, you are responsible for ensuring that:

- all escape routes and exits are kept clear
- the no smoking policy is obeyed
- no naked flames are started (unless authorised and controlled, e.g. candles)

ROSEBERY ROAD METHODIST CHURCH DEFIBRILLATOR INFORMATION

ANNEX B

We have had a defibrillator installed on the church premises. It is located in the vestry foyer.

Your key to the Calvert Hall will also unlock the connecting door at the end of the toilet corridor, so you can access the machine should the need arise.

The machine is fully-automated and will tell you what to do. Once you have attached the pads to the casualty, the machine will do everything else – you will not be asked to press a button to administer the shock if one is required.

When you unzip the case you will find a bag of kit as well as the machine itself. This kit comprises:

- scissors to cut off clothing to expose the whole of the chest area;
- a razor to shave hair from the area where the pads need to be placed, if necessary;
- alcohol wipes to clean the area where the pads are to be attached;
- dry-wipes to dry the area after using the alcohol wipes;
- a pair of nitrile (non-latex) gloves to wear while dealing with the casualty;
- a face mask to use when giving rescue breaths/CPR breaths, so that you don't come into contact with the casualty.

If you do not know how to give CPR the machine will give you some guidance. If the casualty has been sick, you might not wish to give rescue breaths, but you should still be able to do the chest compressions.

The machine will be monitored monthly to ensure that it remains fit for purpose.