

Standard conditions of hire for ad-hoc hirers of St Faith's Parish Centre, Lee-on-the-Solent

1. Deposits

A non-refundable deposit of 20% of the cost of hire will be due on booking. Once this deposit payment is made, the booking is confirmed.

2. Payments

Payment is due in full in due fourteen (14) days before the date of hire. Payment can be made via bank transfer, cash or cheque.

- Bank transfer details are: sort code: 30-93-56 account number: 01020272
Please email centreadmin@stfaithsparishcentre.org.uk to confirm the payment has been sent.
- Cheques are to be made payable to "St Faith's Parish Centre" and submitted to the Church Office.
- Cash can be paid at the Church Office, 10.30am-12.30pm Monday to Friday.

A cancellation fee of 50% of the hire cost will be charged if the booking is cancelled less than 28 days before the hire period.

3. Re-arrangement of booking

The Parish Centre reserves the right to re-arrange bookings and will minimise inconvenience by giving Hirers as much notice as possible. If it is necessary for a one-off event to be cancelled prior to the event date, a full refund will be made of the deposit and no further payment will be due or payable.

4. Insurance

The buildings are insured and public liability insurance is in place. The Hirer must not do anything that may adversely affect such cover.

The Parish Centre has Public Liability Insurance which may cover your event, if you do not have cover elsewhere. The hirer will confirm with the Parish Centre whether they wish to use the Parish Centre's insurance cover.

If hirers do not wish to use the Parish Centre's Public Liability insurance, they must have their own PLI and provide the Centre with a copy of the insurance certificate before the start of the hire period.

The Parish Centre reserves the right to cancel bookings, without notice or recourse to the PCC, if appropriate insurance is not in place.

5. Use of the property

The Hirer will have the right to use the whole or agreed part of the Parish Centre and the surrounds including the car park during the hire period, but only for the authorised activities. Use of the car park is subject to care being taken to prevent any private access being obstructed (and car parking stewards should be used if necessary). In the event of the property or any part

becoming unfit for use, the Parish Centre shall not be liable to the Hirer for any resulting loss or damage, but any payments made will be refunded in full.

The Hirer is not entitled to sub-let the premises nor use the premises for any unlawful purpose or in any unlawful manner. The occupation permitted is not exclusive, and Parish Centre staff have the right to enter or remain in the premises during the hire period.

Any equipment should be hired from a reputable hire company and, wherever possible, set up, operated and supervised by the hire company's own staff. The Parish Centre accepts no liability for incorrect installation or operation of any equipment installed by the Hirers or the Hirers agent.

Any hire period cannot begin in advance of the agreed entry time and must end no later than thirty minutes after the agreed end time of the event, by which time the premises and grounds must be vacated – unless agreed in advance with us.

6. Hirer's responsibilities

The Hirer will at all times during the hire period be responsible for:

- the supervision and care of the premises, the fabric and contents (and in this respect nothing may be pinned or stuck to any walls or surfaces). The Hirer will indemnify the Parish Centre for the cost of repair or damage caused during the hire period.
- leaving the property and its surrounds in a clean and tidy condition; switching off lights and taps; removing any items brought into the property during the hire period; and ensuring all rubbish is correctly disposed of. Recyclable waste should be separated out and placed in the correct bin.
- returning any alteration in the thermostat heating controls to the level found at the start of the hire period. No alteration is permitted to the main pre-set heating control.
- the behaviour of the people attending the event, who will be expected to act in a decorous and responsible manner at all times and in particular to have regard to our neighbours and to leave the area quickly and quietly.

7. Compliance with Safety requirements

The Hirer shall:

- if preparing, serving or selling food or drink, observe all relevant food health and hygiene legislation and regulations
- ensure that any electrical appliances brought onto the premises during the hire period are safe and in good working order, and used in a safe manner
- ensure that no smoking is allowed anywhere in the buildings, and that those smoking outside do so quietly, and use the receptacles provided for extinguishing/disposing of cigarettes
- ensure that attendees are aware of the fire evacuation and safety procedures, and that a responsible person is aware of the location and use of fire equipment and escape routes, and that these are kept clear. (Details of these will be provided with the final booking confirmation and a copy of the full Fire Risk Assessment may be obtained from the Church Office on request). The Hirer is also responsible for ensuring that the maximum permitted capacity indicated in the Fire Risk Assessment is not exceeded.
- ensure they know the location of the provided first aid box on site.

- in the event of any injury occurring, arrange for the accident book to be completed immediately, and the accident sheet forwarded to the Parish Office as soon as possible.

8. **Safety of Children and Vulnerable Persons (Safeguarding)**

The Hirer is responsible for, and has full liability for, ensuring the protection of children and vulnerable adults at all times during the hire period and that all reasonable steps have been taken to prevent injury, illness, loss or damage occurring.

The Parish Centre will provide hirers with a copy of St Faith's Safeguarding Policy, and expect them to abide by it.

Children under 16 are not allowed in the kitchen area.

9. **Nuisance**

The Hirer shall not cause or permit:

- litter to be left in or around the premises or surrounds/grounds
- animals on the premises (unless specifically authorised, or guide, hearing or helping dogs)
- noise, either inside or outside the premises, to reach levels which may cause nuisance or annoyance to those living in the vicinity.

10. **Provision of licensable activities**

Licensable activities under the Licensing Act 2003 (the Act) include:

- sale of alcohol within the premises for consumption on premises – sale of alcohol is NOT permitted outside
- provision of regulated entertainment which may include music (recorded or live), dancing by or for the attendees, like entertainments (such as karaoke etc); theatrical productions, film shows etc and indoor sports with spectators. Some entertainments may be exempt. Entertainments may require copyright licences as well, and it is the duty of the Hirer to ensure that any such licences that may be necessary are obtained.
- The Hirer may only permit licensable activities at the premises if authorised by the Licensing Authority (Gosport Borough Council), under a **Temporary Event Notice (TEN)**. If the Hirer wants to operate under a TEN, specific permission must be obtained from the Parish Centre. Any administration fee payable for that permission must be paid at the time the permission is sought. If that permission is given, the Parish Centre will be responsible for properly applying for the TEN and the cost of this will be included in the hire costs. The Hirer must operate in accordance with the terms of the TEN and the requirements of the Act.

By confirming your booking and agreeing to these terms and conditions you are also confirming that you are aware of, and agree to abide by, the arrangements in place in the Parish Centre for the following:

- Fire safety and evacuation
- First Aid
- Safeguarding
- Insurance