



# St James' Church Hall Long Term Hiring Agreement

## General Terms and Conditions of hire:

1. Hire of the Hall includes the use of the kitchen, cookers, kettles, water heater, tables, chairs and crockery and cutlery stored in the kitchen. Hirers should provide their own tea towels.
2. Care should be taken when using the cookers and the extractor fan should be deployed when in use to avoid excessive condensation being generated. For reasons of safety open pan frying is not permitted.
3. The maximum number of people in the hall at any one time must not exceed **100**.
4. There are no facilities for the disposal of rubbish on the site so therefore the hirer **must remove all their own rubbish** from both the premises and the site.
5. No aerosol sprays of any description are to be used in the hall.
6. The Hall has no liquor license and cannot be used for public subscription functions.
7. It is the responsibility of the Hirer to leave the Hall tidy as found. Items used should be washed and stored away. Please place all chairs at the rear of the Hall and GoPak tables in the cupboard. A vacuum cleaner and a squeegee mop and bucket are stored in the large cupboard by the entrance for cleaning carpeted surfaces and hard surfaces as appropriate.

## Security

1. A key has been issued to you which should be kept securely in accordance with the terms of the key holder issue sheet. As the key holder, at the end of each session, you shall be responsible for the following:
  - Switching off lights, taps, and electrical appliances.
  - Locking all windows and doors and you will be liable for any loss or damage by failing to do so.
  - Ensuring the premises are locked securely and the car park gate is closed shut.
2. The car park inside the church grounds should be used during your session. You have been advised of the access code for releasing the gate lock. The driveway to the hall can be used for delivery/collection but should be kept clear for emergency use.

## Damage to facilities and/or equipment

Fair wear and tear accepted, any person or group using the hall will pay for replacement or repair in respect of any damage caused and should advise the Bookings Secretary at the time of the incident.

## Payment terms

1. Payment of all hire charges are to be made by bank transfer in accordance with the details agreed with the Treasurer and defined at the end of this document. If required, a receipt for monies paid will be issued at the end of each calendar year.
2. The Hall Management Committee undertakes that the facilities hired for your regular sessions will be available as defined at the end of this document. In order to qualify for the substantial discount on the casual hirer's rate, you will be charged for all sessions hired, whether taken or not. The charge for sessions not taken by the hirer cannot be waived. The only exception to this condition will be where a public holiday coincides with one of your normal sessions and it will be assumed that you will not use the facilities unless the Bookings Secretary is notified, at least 14 days beforehand. If for any reason, the Hall or any facilities are not available, the Committee shall not be liable to pay any sum other than refund in part or whole of the hire charge.

## Special Conditions

Any special conditions for your organisation will be defined as an appendix at the end of this document.

### Safeguarding

The Parochial Church Council of St James' Parish Church, which is the governing body for St James' Church Hall, has a Policy for Safeguarding Children, Young People and Vulnerable Adults. A copy of this policy is available on our website at [www.stjamesdownley.org.uk](http://www.stjamesdownley.org.uk). This agreement is conditional upon you complying with it unless you already have an equivalent policy of your own.

You are required to ensure that children, young people and vulnerable adults are 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.

#### In particular this means that:

- you will provide the Bookings Secretary with a copy of your organisation's Safeguarding Policy/ies or if you do not have one adopt the current parish policy;
- you will recruit safely all current paid and voluntary workers who work with children and/or vulnerable adults, by obtaining satisfactory disclosures from the Disclosure and Barring Service where eligible, and keeping records of dates and disclosure numbers indefinitely;
- you will keep a list of the names of all paid and voluntary workers with regular and direct contact with children/vulnerable adults, and update it annually;
- you will always have at least two leaders over the age of 18 years in any group of children and young people, no matter how small the group;
- no person under the age of 18 years will be left in charge of any children or young people of any age;
- no child or group of children or young people should be left unattended at any time;
- a register of children, young people or vulnerable adults attending the activity will be kept securely. This will include details of their name, contact details of parent/guardian/carer etc., date of birth and next of kin;
- you will immediately (within 24 hours) inform the Parish Safeguarding Officer of:
  - (a) the occurrence of any incidents or allegations of abuse or causes of concern relating to members or leaders of your organisation, and contact details for the person in your organisation who is dealing with it
  - (b) any known offenders against children or vulnerable adults seeking to join your membership, and manage such allegations or agreements with offenders in co-operation with statutory agencies, and with the church.

#### Changes in Terms and Conditions

The Hall Management Committee reserves the right to alter these conditions and/or charges without prior notice.

#### Indemnity:

The Hirer shall indemnify and keep indemnified the PCC of St James' church and their employees, volunteers, agents and invitees against:

- the cost of repair of any damage done to any part of the premises including the curtilage thereof or the contents of the premises
- against all actions, claims, and costs of proceedings arising from any breach of these conditions
- all claims in respect of damages, including damage for loss of property or injury to persons, or contraction of COVID 19 or other illness arising as a result of the use of the premises by the Hirer

#### Contacts for St James' Church Hall:

**Hall Bookings Secretary and Key holder:** Mrs Hilary Perowne 73 Westover Road Downley HP13 5HX  
01494 465608

**Parish Safeguarding Officer:** Mrs Hilary Nohavicka 07902 454039 E-mail: [hilary\\_nohavicka@me.com](mailto:hilary_nohavicka@me.com)

**Emergency telephone numbers:** Paul Perowne: 01494 465608 Mike Jacobs: 07973 510280

**Agreement** between:..... and St James' Church Hall Management Committee

Details of hire sessions:

Agreed rate per hour:

Payment frequency:

Special Conditions: See Covid-19 Appendix

Organiser Name:

Email address:

Contact Telephone Number:

Postal Address for correspondence:

**Declaration**

I agree to:

Abide by the safeguarding procedures set out above

Abide by the terms and conditions of hire as detailed above.

I understand that this agreement will be terminated in the event of my failing to comply with these procedures and conditions.

Signed ..... Print Name .....

Date .....

Signed on behalf of Church Hall Management Committee and St James' PCC

Signed ..... Print Name .....

Date .....