

**PREMISES HIRE - TERMS & CONDITIONS****Our hiring policy:**

The premises at St. John's Church are primarily for church activities, however we are happy for them to be made available for hire on a discretionary basis to local community groups and individuals.

It is the Hirers responsibility to carry out their own Risk assessment to identify any hazards that may pose a risk to their particular use of the premises; to evaluate the level of any such risks and to decide whether exist precautions are adequate or more should be done. any risks identified that are not covered by these Premises Hire Regulations should be report to the Churchwardens.

Hirers will be issued with a key for use on the date of their event/function. Keys should be collected from the Church Office in the week prior to the date of the event/function - please phone or email to make an appointment with the Bookings Administrator.

We do not have a caretaker on site and therefore it is essential that all hirers accept responsibility for the cleaning up and locking up of the premises after functions (see 1.11).

The hirer shall indemnify the church for the cost of repair, any any damage done to any part of the property, or contents, which may occur as a result of the hiring. The church will not be responsible for any loss or damage incurred during the use of the church premises or within the car park.

**1. GENERAL**

- 1.1 The full cost of any damage to, or loss from, the premises during the period of hire shall be met by the hirer.
- 1.2 It is not possible for the premises to be cleaned between every booking so we respectfully ask all hirers to leave the hall/rooms in a clean and tidy condition.
- 1.3 No entry to the premises shall be permitted before and after the time of hire. Any additional time needed for setting up or clearing away should be included in the time of hire.
- 1.4 We reserve the right to alter or cancel a booking if the premises are required for reasons beyond our control i.e. Polling Station, local or national emergency request. Also, if church and/or hall use is required for funerals etc. Under these circumstances, we will endeavour to give as much notice as possible to hirers.
- 1.5 The church reserves the right to cancel the hiring agreement is it is of the opinion that such hiring is of an undesirable nature. This action will not be taken unreasonably.
- 1.6 Payment will be required in advance for one-off bookings. A deposit of £50 will be required in advance which is fully refundable upon inspection of the premises following the booking unless unreasonable damage or insufficient clearing up requires an additional charge to be levied.
- 1.7 Regular users will be invoiced monthly or as agreed with specific groups on the agreement of the Church Treasurer.
- 1.8 Smoking is not permitted on the premises
- 1.9 The premises are not licensed for the sale of alcoholic drink. The consumption of alcohol is not generally permitted on the premises but with the permission of the Bookings Administrator or Churchwardens in advance, wine and beer may be consumed with a meal in the halls.
- 1.10 Please note that under NO circumstances may any vehicle, including those making deliveries, be driven or parked on the grass laws. All Hall users are also reminded that the pathway from the car park to the office is a no parking area.

- 1.11 After any event or function, all furniture should be replaced to its original position. Any tables, chairs etc. that were taken out from cupboards should be stacked away after use. All rubbish should be bagged up and placed in the wheelie bins found in the church car park. Hirers should check that all lights are off, including in toilets, kitchen, etc. Please check all windows are closed and doors locked when leaving the premises.

## 2. RESPONSIBILITIES

- 2.1 The named hirer is deemed to be the “person in charge” for all matters including safety unless he/she delegates this to another person.
- 2.2 The “person in charge” must:
- make him/herself aware of these Terms & Conditions.
  - at the start of the hire period ensure that all doors, bolts and locks etc., likely to be needed in an emergency operate freely and report any defects to the Church Office or a Churchwarden.
  - take due care to prevent accidents and do nothing which could pose a fire risk
  - ensure that fire doors are kept closed and NEVER wedged open.
  - report any incident (including damage, loss, accident or injury, theft or other crime) to the Church Office or a Churchwarden.
  - ensure that following a function/event, all rubbish be placed in the bins provided in the church car park.
  - ensure that lights and any electrical equipment are switched off after use.
  - ensure that the premises are securely locked when leaving.
  - remember that the church is situated in a residential area and therefore:
    - ensure that noise levels be kept to a reasonable level both during the hire time and on leaving the premises in order that no noise nuisance is caused to our neighbours.
    - amplified music should cease by 9pm and the premises cleared by 10.30 pm.
    - there is limited parking on site so please park considerately allowing other hall users to access and exit the parking areas without obstruction.
    - the vehicular access on the left hand side of the church (as you look at it) should be kept clear for emergency vehicle access.
    - parking in the road should be restricted to the church side of Eden Park Avenue (wherever possible).

## 3. IN THE EVENT OF FIRE

- 3.1 The nearest trained or able person may, if it is safe to do so, attempt to extinguish a small fire using the appropriate extinguisher.
- 3.2 If the fire cannot be extinguished IMMEDIATELY, no further attempts should be made to extinguish it and the signal for evacuation (see 3.3 below) must be given.
- 3.3 Call the Fire Brigade stating :  
“Fire at St. John’s Church, 251 Eden Park Avenue, Beckenham, BR3 3JN.”

## 4. EVACUATION OF PREMISES

- 4.1 Those responsible for assisting in an emergency evacuation are the “person in charge” and others appointed by that person as assistants.
- 4.2 The premises must be evacuated in the event of any fire which cannot be extinguished immediately, even if the fire is not in an area where groups are meeting. It is essential that **EVERYONE** leaves the premises.
- 4.3 The signal for evacuation will be an announcement such as: *“There is an emergency - please leave at once by the nearest available fire exit and assemble in the car park - please move quietly and quickly.”*
- 4.4 The “person in charge” and any appointed assistants should encourage people to leave quickly without panic. If an exit is impassable then direct them to another available exit.
- 4.5 Before leaving the building the “person in charge” should check that no-one is left behind in the toilets, kitchen or other areas.
- 4.6 On leaving the building, close doors behind you to minimise spread of fire and smoke.

- 4.7 Once everyone is assembled in the car park, ensure that no-one tries to re-enter the building while the emergency situation exists.
- 4.8 When it is safe to do so (and if the Fire Brigade have been called) it is they who will say when the building is safe to be re-occupied. On the Fire Brigade's advice people can either re enter the premises or disperse if instructed to do so.

## **5. HALL KITCHENS**

- 5.1. Those hirers who wish to use of one of kitchens for cooking or food preparation must ensure:
- that they advise the Bookings Administrator of their wish to do so when making their Booking.
  - that they understand the strict requirement for food health and hygiene standards to be maintained, ensuring all equipment and surfaces are carefully cleaned after use and all rubbish disposed of appropriately.
  - that children must not be allowed into the kitchen whilst cooking is in progress.
  - that they take note before using cooking facilities of where the appropriate fire equipment is located.

## **6. CHILD PROTECTION POLICY**

- 6.1 There is a signed current Child Protection Policy held in the church office. Hirers are welcome to see a copy of this document should they wish to do so.
- 6.2 Organised groups using these premises - working with children - should ensure that they have their own Child Protection Policy in place and that the appropriate DBS clearance is in place for staff working with the children.
- 6.3 It is the responsibility of the Hirer to ensure that all necessary Child Protection actions have been undertaken before hire commences. The Church cannot accept any responsibility for the Hirer's failure to comply with this requirement.

## **7. PROTECTION OF VULNERABLE ADULTS**

- 7.1 It is the responsibility of the Hirer to ensure the protection of any vulnerable adults using the church premises.

## **ACCEPTANCE OF THESE TERMS & CONDITIONS**

Once you have read these Terms & Conditions of Hire - please sign at the bottom of the Booking Form. In signing it, you are acknowledging that you accept these terms and conditions and will adhere to such.

Your Privacy is important to us at St Johns. In connection with your use of our premises and in accordance with GDPR Regulations (May 2018) we will be in possession of personal data in order to process your bookings and payments. In addition we may need to contact you in connection with your booking using the contact details you have provided. Please refer to the privacy notice on our website for more detail on how your personal data may be used by us. [www.sjep.org](http://www.sjep.org)

If you have any further questions or queries regarding our premises or these Terms & Conditions, please do not hesitate to contact us.

*Hayley Kembey  
Bookings Administrator  
May 2019*