Request to hire St Andrew's Church Hall, Havant Road, Farlington PO6 1AA

Booking form and conditions of hire (Regular hirers)

The Hirer (to be completed by the applicant)

Name of Group/person

Intended use

Contact Details (Officer of organisation)

Name

Address

Email

Telephone Number

Details of hire

Starting Date of Hire

Setup* From Hours

Finish after clear/tidy up To Hours

Period required to include time needed to setup and to clear/tidy up after use. *Access not available before this time.

Usual days of hire

Hirers should hold insurance to fully cover their activities/damages. The Parochial Church Council (PCC) may, as it sees fit, require a deposit one month in advance or on booking, if the activity is within one month.

In advance of hire I agree to provide our safeguarding policy Yes ☐ No ☐

I agree to adopt the church safeguarding policy and confirm I have read it. Yes ☐ No ☐

By submitting this completed form, I agree to abide by the terms and conditions of hire, safeguarding, fire and evacuation provisions as set out in this document and on the parish website.

If completing this form electronically please insert your full name in the signature box

Hirer Signature

Please note these details will be kept secure and not divulged to any other user of person outside the hall management team or PCC unless your permission is obtained.

Hirer Name (Print in capitals)

Date

* Please return form to the Parish Office or send to bookings@farlingtonparish.co.uk

The Hire (to be completed by hall manager or hall booking clerk)					
Date of hire		From Setup		To	hours
Cost of hire £					
Damages deposit received ☐ Yes ☐ No		Payment received ☐ Yes ☐ No			

Invoicing will be ☐ Monthly ☐ Termly

Safeguarding policy received ☐ Yes ☐ No Adoption of Church policy ☐ Yes ☐ No

Copy to Hirer and original to Hall Booking File

Serial no. STA/Reg (serial no. sequence example STA/reg/0001/2024)

PARISH OF FARLINGTON: HIRE OF ST ANDREW'S HALL (last updated 1st March 2025)

- The Hirer will enter into a Hiring Agreement with the Parochial Church Council of The Parish of Farlington.

- Priority will always be given to activities and events organised by the Parish. While normally these will be arranged well in advance, in exceptional circumstances this may be at short notice.

- The person named in the Hiring Agreement shall be responsible for ensuring that the following terms and conditions of hire are complied with in all respects.

- The Hirer shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose.

- The Hirer must follow any Government rules and restrictions that may apply, such as Covid-19 regulations.

Conditions of Hire: St Andrew's Church Hall, Havant Road, Farlington, PO6 1AA

1. I, as the hall hirer, agree to treat the hall with respect and will make sure that our activities do not disturb the neighbours. In so doing I agree to abide by the following conditions of use:

a. I will make sure the hall, including toilets and store areas, are tidied and left clean; (Brooms, brushes, dustpans and vacuum cleaner can be found in the cupboard located in the accessible toilet - facing the main door).

b. I will check that the hall is clean and tidy on arrival and notify the parish office ASAP should this not be the case.

c. I will make sure that all tables used are returned clean to the appropriate cupboard;

d. I will make sure that all chairs are safely stacked and left against the south wall of the hall away from radiators with the front of the chair against the wall;

e. I will make sure the kitchen is left clean with cooker and hot water dispenser switched off and crockery/cutlery/ cooking utensils etc. returned to their correct place;

f. I will make sure the cooker, lights and kitchen sink and toilet basin taps are turned off at the end of the session/ activity;

g. I will make sure that all rubbish is taken away from the premises;

h. I will make sure at the end of the activity all windows are closed and doors locked;

i. I will not alter the control on the heating thermostat;

j. I will make sure I will organise the event to avoid damage to the infrastructure or contents of the building. If any damage occurs this is to be reported as soon as possible to the Parish office;

k. I will not stick or pin any posters or any type of decorations to the walls, ceilings or doors;

l. I will make sure alcohol is not sold on the premises unless a temporary event licence has been applied for and received by the hall Hirer and a copy provided to the Parish Office **before** this booking takes place;

m. I will make sure people do not smoke or vape in any part of the building;

n. If music is to be played or performed for an event for which tickets have been sold then I will make sure a temporary event licence has been applied for and received by the hall hirer and a copy provided to the Parish Office **before** the event takes place.

o. I will make sure cars are parked to allow the emergency services to gain access to the buildings.

p. I note the car park may be available and hall users are welcome to use it but its use is not guaranteed as part of the hiring. Cars are also parked at owners risk; the Parish of Farlington is not liable for any damage or theft to them whilst the hall is being used. Cars **must** be removed after the hire period and not left overnight. The car park may be locked without notice;

q. I will make sure live bands and all other musical activities cease by 11pm at the latest;

r. I will record accidents in the accident book contained in the hall wall cupboard;

s. I also agree that I am liable for any damage caused or any additional cleaning required after use of the hall;

t. I will be responsible for the cost of replacement locks and keys; ***In 2025 this is £160*.**

u. The maximum number of people in the hall is set at 100.

2. I confirm that I know of the whereabouts and use of the following:

a. First aid kit (located in the kitchen);
b. Accident book (located in the kitchen cupboard).

3. I understand that I am responsible for the public liability insurance of the activity undertaken and I will adhere to the safeguarding rules set out in the parish's safeguarding policy for hall users.

4. I understand that if I do not pay the invoice within 30 days, future bookings may be cancelled.

5. I acknowledge that I have read and understood the fire and emergency procedures set out below and will make sure that all personnel under my charge are briefed on them.

6. "Any property left in the hall or hall cupboard after a series of regular hirings, will be held for up to two months. After that period, the PCC may dispose of such property - as it sees fit - and without notice or liability".

Fire Procedures

Fire Prevention. In order to prevent a fire from occurring and reduce risk for occupants Users must implement the following measures and adhere to them.

a. Combustible materials are not to be left outside the building, thereby, being accessible to potential arsonists. All rubbish and other materials must be removed from the premises and disposed of by the hirer.

b. The no smoking and no vaping policy is to be adhered to at all times.

c. Portable electrical equipment provided in the hall is inspected at regular intervals. If a Hirer expects to use their own electrical equipment for planned activities the equipment must have a valid Portable Appliance Test (PAT) certificate.

d. The fire roller shutter above the hatch in the kitchen should always be left **fully** open. This is to enable anyone in the kitchen to hear a shout of 'Fire' from elsewhere in the hall. The hatch is a fire door and shuts automatically if a fire gets anywhere near it.

e. The bolts on the inner door to the hall must be released on first entry to the hall and secured on exit. This allows both double doors to be used in the event of an emergency evacuation.

f. The hirer must brief and nominate helpers to assist in the event of a fire. In addition, the hirer or their nominated representative must have access to a mobile phone to call the emergency services.

g. The hirer or their nominated representative should be alert to the fact that particular individuals might need assistance to leave the building in an emergency.

h. Hirers with a dedicated cupboard must make sure that they do not store items that might become a fire risk.

i. The hirer or their nominated representative must familiarise themselves with fire procedures. An evacuation site plan including location of fire extinguishers is posted on the notice board in the hall foyer.

Escape Routes. There are 2 escape routes from the hall:

a. Main entrance to the hall;
b. Door at the opposite (west) end of hall.

The most appropriate exit should be used in the case of a fire. At all times these exits must be kept clear and fire doors remain shut.

Fire Extinguishers. All users are to be made aware of the location of the fire extinguishers within the building. In the event of a fire, occupants should only use the fire extinguishers if they are confident and have been trained to do so. Occupants must not put themselves or others at risk if they attempt to fight the fire. The extinguishers are for use on small fires only; such as in a waste paper bin. If the fire has not been extinguished after the fire extinguisher is empty the fire is to be left alone, the alarm sounded (by shouting ' Fire'), building evacuated and Fire service contacted by using 999.

Emergency Lighting. Emergency lighting has been installed and will be activated should the main lights fail.

Fire Alarm System. There is no fire alarm system in the hall.

Emergency Evacuation Procedures.

If you discover a fire -

a. Raise the alarm by shouting 'Fire'

b. The Fire brigade should be called – telephone 999 or 112 for emergency services. (Postcode PO6 1AA)

c. The Hirer/nominated representative is to quickly and calmly direct people to the nearest exit.

d. Personal belongings should not be collected.

e. The hirer or their nominated representative is to check that all rooms and toilets are empty.

f. Everyone is to congregate at the fire assembly point, on the pavement to the east of the car park entrance.

g. The hirer or their nominated representative are responsible for checking that all their people are present.

Procedures in the Event of an Accident

If a person using the hall has an accident the following actions are to be undertaken.

a. Use the first aid kit to administer first aid;

b. If the injury cannot be treated by first aid then assistance is to be sought by telephoning 999 and requesting an ambulance.

c. After the incident the accident book is to be completed. If the injured person has not been taken to hospital they are to co-sign the incident entry.

d. Inform the Parish Office of the incident ASAP. (Tel: 023 9242 1849)

Address required by the Emergency services

St Andrew' s Church Hall
Havant Road
Farlington
Portsmouth
PO6 1AA

Booking Agreement Safeguarding Provision

The Parochial Church Council of Farlington Parish has a Policy for Safeguarding Children, Young People and Vulnerable Adults. **The current Parish Safeguarding Policy can be either downloaded from the hall booking page or viewed on your screen. If you cannot access the site then you will need to ask the parish office to provide you with a printed copy.**

All those who book or use the church hall on a regular basis shall be required to sign a copy of the parish booking agreement and a declaration that they have read, understand and will follow the National Church of England Safeguarding Policy and Procedures as well as their own organisation' s safeguarding procedures **The national church policy takes precedence particularly regarding supervision ratios.**

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 and have provided evidence to us for this.

In particular this means that:

you will comply with the good practice guide with children and young people or vulnerable adults unless you already have an equivalent;

you will provide the church 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.

The Parish Safeguarding Officer for the above churches is:

Name: Christine Watkins

E-mail: **safeguarding@farlingtonparish.co.uk** Tel. No: 023 9289 9665

Declaration

I agree to abide by appropriate safeguarding procedures. I understand that my booking agreement may be terminated in the event of my failing to comply with these procedures.

Signed		Designation	
Organisation		Date	

(If completing this form on a computer, please insert your full name in the signature box)