

## Occasional Hirers Booking Form CoR

Serial No COR/Occ/

(Serial No sequence example COR/Occ/0001/2010)

| <b>The User (to be completed by applicant)</b>   |  |  |  |  |  |  |
|--|--|--|--|--|--|--|
| Name of Group/Person   |  |  |  |  |  |  |
| Intended Use   |  |  |  |  |  |  |
| <b><u>Contact Details<sup>1</sup></u></b>  |  |  |  |  |  |  |
| Name   |  |  |  |  |  |  |
| Address  |  |  |  |  |  |  |
| E-mail   |  |  |  |  |  |  |
| Telephone Number   |  |  |  |  |  |  |
| Date of Hire                                  From                                  am                  pm, To                                  am                  pm   |  |  |  |  |  |  |
| (period required to include time needed to set up and to clear/tidy up after use)  |  |  |  |  |  |  |
| Rooms Required:  |  |  |  |  |  |  |
| Large Hall    Yes    No                  Small Hall    Yes    No   |  |  |  |  |  |  |
| Kitchen        Yes    No   |  |  |  |  |  |  |
| Damages deposit of £50 is required (to be returned to the User if no damage occurs) and full payment one month in advance or on booking if activity is within one month. |  |  |  |  |  |  |
| <b>The Hire (to be completed by hall manager or hall bookings clerk)</b>   |  |  |  |  |  |  |
| Date of Hire                                  From                                  am                  pm, To                                  am                  pm   |  |  |  |  |  |  |
| Cost of Hire £   |  |  |  |  |  |  |
| Rooms Required:  |  |  |  |  |  |  |
| Large Hall    Yes    No                  Small Hall    Yes    No   |  |  |  |  |  |  |
| Kitchen        Yes    No   |  |  |  |  |  |  |
| Damages deposit received                  Yes    No                  Payment received                  Yes    No   |  |  |  |  |  |  |

If completing this form on a computer, please insert your full name in the signature box. By submitting this completed form, I agree to abide by the terms and conditions of hire as set out on the Parish website.

Hirer Signature

Hirer Name (Print in capitals)

Date

Copy to Hirer and original to Hall Booking File.

<sup>1</sup> Please note that these details will be kept secure and not divulged to any other user or person outside the hall management team or PCC unless your permission is obtained.

## Conditions of Use

1. I, as the hall user, agree to treat the hall with respect and ensure that our activities do not disturb the neighbours. In so doing I agree to abide by the following regulations and conditions of use:
  - a. Smoking is not allowed in any part of the building;
  - b. Alcohol cannot be sold on the premises unless a temporary event licence has been applied for and received by the hall user;
  - c. If music is to be played or performed for an event for which tickets have been sold then a temporary event licence must have been applied for and received by the hall user;
  - d. All equipment used (tables, chairs, crockery etc) is returned clean to where they were taken;
  - e. All gas, lights and taps are turned off at the end of the session/activity;
  - f. The controls on the heating boiler are not touched or altered;
  - g. All rooms used, including toilets and store cupboards, are tidied and left clean;
  - h. If used, the kitchen is left clean with all equipment switched off and crockery/cutlery/cooking utensils etc returned to their correct place;
  - i. All rubbish is placed in the bins provided; if there is a considerable amount of rubbish this is to be placed in the skips outside the hall;
  - j. At the end of the activity all windows are closed and doors locked;
  - k. Not to damage the infrastructure or contents of the building. If any damage occurs this is to be reported as soon as possible to the hall manager/hall bookings clerk;
  - l. Hall users are not to obstruct the driveways of neighbouring properties (Note: all neighbours have the contact details for the Portsmouth Council Traffic Officer.);
  - m. If music is played all doors and windows are to be shut;
  - n. Any live bands and all other musical activities are to cease by 10pm at the latest;
  - o. No ball games are allowed on the church property (the surrounds to the hall is included within this);
  - p. All accidents are recorded in the accident book.
2. I, also, agree that I am liable for any damage caused or any additional cleaning required after use of the hall.
3. I understand that I am responsible for the public liability insurance of the activity undertaken and, if applicable, for groups involving children (under 18) and vulnerable adults, ensuring the required Enhanced Criminal Records Bureau certificates are held by the required staff. In particular I am aware that I must comply with Section 2B of the Church Safeguarding Policy (a copy of which is available from the hall manager). I am aware that I need to provide the hall manager with a copy of my organisation's safeguarding procedures, recruit safely all staff involved with the activity ensuring that they are suitable vetted and ensure that the list of paid and volunteer staff is kept up to date. If there are any issues or allegations about children and/or vulnerable adults in the course of my activities then I am to report them to the Parish Safeguarding Representative.
4. I understand that if I do not pay the invoice within 30 days future bookings may be cancelled.
5. I confirm that I have been briefed on the use of the following equipment:

- a. Kitchen equipment – cooker, fridge, dishwasher and sink;
  - b. Fire alarms;
  - c. Lighting switches;
  - d. Heating controls;
  - e. First aid kit (located in the kitchen);
  - f. Accident book (located in the kitchen)
6. I acknowledge that I have been briefed on the below fire and emergency procedures and will ensure that all personnel under my charge are briefed on them.

### Fire Procedures

7. Fire Prevention. In order to prevent a fire from occurring Users are to be made aware of the following measures which are to be implemented and adhered to:
- a. Combustible materials are not to be left outside the building, thereby, being accessible to potential arsonists. They are to be placed in the bins inside the halls, or if too large, in the bins outside the hall.
  - b. The no smoking policy is to be adhered to at all times.
  - c. Portable electrical equipment is inspected at regular intervals. If users require to use their electrical equipment for their planned activities these must have a valid Portable Appliance Test certificate.
8. Escape Routes. There are 4 escape routes from the hall rooms:
- a. Fire exits in both hall rooms;
  - b. Main entrance doors to the hall; and
  - c. Door at the rear of the kitchen.

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.

9. 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, building evacuated and Fire service contacted by using 999.
10. Emergency Lighting. Emergency lighting has been installed and will be activated should the main lights fail.
11. Fire Alarm System. There are a number of fire alarm activation points in the building. These are activated by breaking the glass. All users are to make themselves aware of the location of these fire alarms prior to use of the hall.
12. Emergency Evacuation Procedures. Upon hearing the fire alarm the following actions are to take place:

- a. If Parish office staffs are present they will calmly and quickly direct any users to the nearest exit.
- b. If Parish office staffs are not present then the leader of the activity/party etc is to quickly and calmly direct people to the nearest exit.
- c. Personal belongings should not be collected.
- d. Parish office staffs, or if not present, leaders of the hall activity group are to check that all rooms and toilets are empty.
- e. All personnel are to congregate at the fire assembly point, which is on the pavement at the front of the church on Penrhyn Ave.
- f. Parish office staffs are responsible for checking that all Parish staff are accounted for.
- g. Leaders of the activity group(s) using the hall are responsible for checking that all their people are present.
- h. If present, Parish staff will dial 999 to contact the fire brigade; if parish staff are not present then the leader of the activity group using the hall is responsible for contacting the fire brigade.

#### Procedures in the Event of an Accident

13. 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 hall manager of the incident. If Parish office staffs are present they can be informed and requested to let the hall manager know.