

Regular User Hall Booking Form and Conditions of Hire
St Andrew's Church Hall, Havant Road, Farlington, PO6 1AA

The User (to be completed by applicant)
Name of Group/Person..... Intended Use.....
Name and Address of Treasurer if different from name of hirer below:-
Contact Details of hirer (Name, address, e-mail and telephone number ¹) Name..... Address..... E-mail..... Telephone Number.....mobile.....
DETAILS OF HIRE: Days AND Dates of Hire – From :To : Times of Hire . .From..... .am/pm, to.....am/pm (TO INCLUDE TIME needed to set up and to clear/tidy up after use) PLEASE NOTE: Cancellation of event – 48 hours notices is required of cancellation of your regular booking. Failure to comply will incur the normal hire charge.
The Hire (to be completed by hall manager or hall bookings clerk)
Date of Hire....ongoing.....From.....am/pm, to.....am/pm period required to include time needed to set up and to clear/tidy up after use)
Cost of Hire £.....

Please return this completed form to : Mrs Ann Howells, 26 Lower Farlington Road, Portsmouth PO6 1JH

I accept the terms and conditions of use for the hall and hereby sign as having read and understood the attached regulations.

¹ 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.

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Hirer Signature.....

Hirer Name (Print in capitals).....

Date.....

NOTE TO HIRERS

**Forms returned to 26 Lower Farlington Road
Farlington, Portsmouth
PO6 1JH**

PLEASE LEAVE HALL CLEAN AND TIDY

**BROOMS, BRUSHES AND DUSTPANS, PLUS VACUUM CLEANER
ARE AVAILABLE FOR YOU TO USE AT THE END OF YOUR HIRE.
THESE ARE LOCATED IN THE CUPBOARD WHICH IS POSITIONED IN THE DISABILITY
ACCESS TOILET – (FACING THE MAIN ENTRANCE DOOR)**

FOR YOUR INFORMATION: The actual size of the hall measures 11m long by 8.3m wide

IMPORTANT NOTICE

PLEASE TAKE YOUR RUBBISH HOME WITH YOU

**The Council do not take our rubbish away – so it is your responsibility
IF YOU LEAVE ANY RUBBISH BAGS OUTSIDE OF THE HALL
THE FOXES WILL TEAR THE BAGS OPEN & SPREAD YOUR WASTE ALL OVER THE CAR PARK
OR GARDEN OF REMEMBRANCE**

**PLEASE - HAVE CONSIDERATION FOR THE NEXT HIRER WHO HAS TO CLEAR THIS UP
SPARE BLACK BAGS ARE AVAILABLE IN A KITCHEN CUPBOARD ON THE WEST WALL
THANK YOU FOR YOUR CO-OPERATION**

Please leave the kitchen clean and tidy for the next hirer.

**PLEASE MAKE USE OF OUR BABY CHANGING FACILITY BUT PLEASE TAKE YOUR NAPPIES
HOME WITH YOU FOR DISPOSAL. THE WASTE BINS ARE NOT EMPTIED DAILY.**

PLEASE - HAVE CONSIDERATION FOR THE NEXT HIRER WHO HAS TO CLEAR THIS UP

THANK YOU FOR YOUR CO-OPERATION

Conditions of Use – Please keep this part as a reminder of what is required of you as a hall hirer:

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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 conditions of use:
 - a. I will ensure the hall, including toilets and store areas, are tidied and left clean;
 - b. I will ensure that all tables used are returned CLEAN to the appropriate cupboard
 - c. I will ensure that all chairs are safely stacked and left against the south wall of the hall. NO CHAIRS TO BE LEFT IN KITCHEN.
 - d. I will ensure the kitchen is left clean with cooker and urn switched off and crockery/cutlery/cooking utensils etc returned to their correct place;
 - e. I will ensure the cooker, lights and sink/basin taps are turned off at the end of the session/activity;
 - f. I will ensure that all rubbish is taken away from the premises;
 - g. I will ensure at the end of the activity all windows are closed and doors locked;
 - h. I undertake not to alter the controls on the heating boiler
 - i. I will endeavour to organize 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 hall manager
 - j. I will undertake not to stick any posters, decorations to the walls that will cause damage to the painted areas.
 - k. I understand alcohol cannot be sold on the premises unless a temporary event licence has been applied for, received by the hall user and a copy provided for the Hall Manager
 - l. I will ensure smoking is not allowed in any part of the building
 - m. If music is to be played or performed for an event for which tickets have been sold then I will ensure a temporary event licence will have been applied for and received by the hall user and a copy provided for the Hall Manager;
 - n. I will ensure cars are parked to allow the emergency services to gain access. 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;
 - o. I will ensure live bands and all other musical activities cease by 11:45pm at the latest;
 - p. I will record accidents in the accident book.
 - q. I, also, agree that I am liable for any damage caused or any additional deep cleaning required after use of the hall.
 - r. I WILL RETURN THE KEY TO THE HALL MANAGER AT THE END OF THE HIRE or I will be responsible for the cost of a replacement.
 - s. The Hampshire Fire Brigade has set a maximum number of people in the hall at 100
2. I confirm that I have been briefed on the use of the following equipment:
 - a. Kitchen equipment – cooker, fridge and sink;
 - b. Lighting switches;
 - c. First aid kit (located in the kitchen);
 - d. Accident book (located in the kitchen).
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

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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 acknowledge that I have read and understood the fire and emergency procedures attached and will ensure that all personnel under my charge are briefed on them.

Fire Procedures

15 July 2016

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Fire Prevention. In order to prevent a fire from occurring I am aware of the following measures which are to be implemented and adhered to:

- a. The hatch between the kitchen and the hall should always be left open (this is to enable anyone in the kitchen to hear a shout of "Fire" from elsewhere in the hall. The hatch shuts automatically if a fire gets anywhere near to this.
- b. Combustible materials are not to be left outside the building, thereby, being accessible to potential arsonists.
- c. The no smoking policy is to be adhered to at all times.
- d. If I require the use of electrical equipment for our planned activities not belonging to the hall these must have a valid Portable Appliance Test sticker.

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

- a. Main entrance doors to the hall; and
- b. Door at the West end of the hall

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

Fire Extinguishers. Fire extinguishers are available at strategic points 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.)

Emergency Evacuation Procedures. When becoming aware of a fire I undertake to ensure:

- a. The leader of the activity/party etc is to quickly and calmly direct people to the nearest exit.
- b. Personal belongings should not be collected.
- c. Leaders of the hall activity group are to check that all rooms and toilets are empty.
- d. All personnel are to congregate at the fire assembly point, which is in the car park to the front of the hall.
- e. Leaders of the activity group(s) using the hall are responsible for checking that all their people are present.
- f. The leader of the activity group using the hall is responsible for contacting the fire brigade.

Procedures in the Event of an Accident

10. If a person using the hall has an accident I undertake to:

- 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.

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The Revd Paul Gully
Rector

Dear Hall User,

As the person renting the hall, please note the following requests to help maintain the Fabric of the hall (point 3) and to adhere to Fire and Health and Safety Regulations (points 1,2 and 4):

1. ensure the bolts on the inner door are released on entry (and secured on exit) allowing both of the double doors to be used for ease of escape in an emergency; please check all toilet areas to ensure they are empty.
2. ensure the clearly labelled fire exit – on the opposite side of the hall - is always left clear during your function and when you leave;
3. ensure that no-one present at your function hangs any decorations, pictures or posters on the walls, doors or surfaces with '**blue tak**', '**sellotape**' pins or similar materials. You may hang your decorations from string threaded through the holes in the concrete beams, making sure this is removed on vacating the hall.
4. due to insurance regulations the use of a bouncy castle or similar activity is **NOT** permitted either inside or outside the Church Hall including the surrounding area.
5. Please note: the Garden of Remembrance at the rear of the hall is **NOT** part of your hire and respect for the purpose of this area is requested.
6. Please do not leave any bagged rubbish either inside or outside the hall; this should be taken away with you.
7. The size of the hall is 11m long by 8.3m wide.

Thank you for your co-operation with the above points and I hope that you have a very successful event.

I confirm that I have read the above and will ensure that I comply with these.

Signature of hirer.....

Date.....