



## Terms and Conditions for the Hire of Facilities at St. Giles' Church & Community Hub

### 1) Payments

- Occasional bookings, such as hiring the Community Hall for parties, will not be confirmed until the booking fee has been received.
- Occasional hirers, such as those hiring the Community Hall for parties, will need to pay the full cost at least fourteen days before the day of the event (or at the time of booking if the booking is made less than fourteen days beforehand).
- A £250 indemnity deposit is required for all occasional bookings unless waived by the St. Giles' team member who deals with your booking. All or part of this deposit may be retained if hirers fail to comply with the following expectations:
  - Keys/fob(s) should be returned promptly.
  - The room(s) hired should be left clean and tidy.
  - The garden (if used) should be left clean and tidy.
  - All rubbish should be taken away and disposed of off site.
  - The room(s) hired should be vacated by the end of the booking slot.
  - A minimum penalty charge of £50 may be levied for any violations.
- A £25 key/fob deposit is required for all bookings where keys are issued to the hirer unless waived by the St. Giles' team member who deals with your booking. This deposit will be retained if hirers do not return keys/fobs issued on the date specified at the time the keys are issued, even if they are subsequently found/returned at a later date.
- Payments can be made via:
  - Bank transfers (please give the invoice number as the reference)
  - Cheques payable to The Parochial Church Council of All Saints & St Giles' Nazeing
  - Cash

### 2) Agreed Facilities and Times

- Hirers should only use the room(s) allotted to them. Unauthorised use of other rooms may result in a penalty charge ranging from a minimum of £50 to a maximum of the advertised cost of the rooms used.
- Hirer should not enter the room(s) booked before the start of their booking slot, or remain there after the end of their booking slot. Overrunning may result in an additional penalty charge (£50), plus the advertised cost of the additional time.

### **3) Cancellations and Alterations**

- Cancellations made at least fourteen days before the date of the event will incur an administration fee of 10% of the total cost of booking.
- Cancellations made between seven and fourteen days before the date of the event will be liable to a charge of 50% of the total cost of booking.
- Cancellations made less than seven days before the date of the event will be liable to a charge of 100% of the total cost of booking.
- Any major alterations will incur an administration fee of 10% of the total cost of booking.
- If the booking has to be cancelled due to essential repairs or maintenance taking place in St. Giles' Church & Community Hub, a full refund will be made.

### **4) Liability for Loss or Damage**

- Hirers are responsible for any loss or damage suffered by St. Giles' Church & Community Hub because of their activities as a hirer. This includes (but is not restricted to) damage to the premises, fixtures, fittings, furniture and equipment, call-out fees for false fire alarms, and loss of income.
- Hirers are responsible for the actions of people that they admit to the site as part of their booking, or who gain access to the site because hirers fail to control access properly. This includes:
  - Person(s) waiting in the foyer area
  - Person(s) in the garden, car park and other outside areas

### **5) Access, Key Cards and Security**

- Access may be granted by:
  - A member of staff or volunteer, who is present on site at the start of a booking slot, opening the building to hirers.
- The provision of a temporary key/fob, which can either be collected from a staff member/volunteer before the day of the booking.
- There will be a £25 charge for any key/fob that is lost or damaged.
- Hirers should not copy any fob(s) or key(s) loaned to them.
- The front and rear doors should not be left open and unattended. Hirers should tell members of their group to ring the door buzzer on arrival at the site. There is a door control phone in each room so hirers can admit members of their group conveniently without having to go to the front door.

- When leaving, hirers should check that all members of their group have left the building and that all doors and windows are closed and, if applicable, locked.

## **6) Your Equipment and Decorations**

- Hirers should obtain agreement in advance if they intend to introduce any materials or equipment into the premises (including the garden/car park) that might introduce a safety hazard, cleaning problems or inconvenience to other users; for example, straw, hay, sawdust, flammable drapes, glues, paints or cooking equipment. Permission may be refused to introduce these items or additional conditions may be imposed to mitigate hazards.
- Hirers may attach decorations to walls, doors, windows or tables with temporary fittings; for example, 'BluTack' or masking tape; these should be removed at the end of the booking slot. Hirers will be charged a fee of at least £50 where temporary fittings leave any marks.
- Hirers should not use permanent or semi-permanent fittings, for example, nails, screws and staples.
- Hirers should not attach anything to electrical, gas or water fittings.
- Hirers should avoid letting balloons float up to the ceiling in the Community Hall and Chapel.
- Hirers must not use smoke machines in the building.
- Hirers should not let off fireworks.
- Confetti should not be used unless hirers are willing to clear it up afterwards.

## **7) Alcohol, Illegal Drugs and Smoking**

- The consumption of alcohol is permitted on the premises but appropriate licenses from the District Council are required before it can be bought/sold as part of an event. Hirers will be solely liable for ensuring their supply of alcohol is in line with all licensing requirements.
- The possession and/or the consumption of illegal drugs is not permitted on the premises, or in the grounds.
- It is illegal to smoke in the building. Smoking in the garden, or any other part of the garden, is also not permitted.

## **8) Fire Precautions**

- Hirers should read and comply with the fire notices posted throughout the building. A copy of the standard notice will be supplied on request. Hirers should familiarise themselves with the fire alarm points in each room, the location of extinguishers and the available escape routes.
- Hirers should not prop any fire doors open, obstruct any fire doors or escape routes, damage any fire safety equipment, cause any dangerous accumulations of combustible materials to occur, or do anything likely to cause a fire risk.

- In the event of a fire, hirers' primary responsibility is to ensure the rapid and safe evacuation of the building.
- If the fire alarm or any of the fire extinguishers are triggered for any reason, hirers must contact the St. Giles' team member they have been dealing with regarding their booking immediately.

## 9) Fire Escape Routes and Assembly Point

- Fire escape routes are as follows:
  - Community Hall: Either via fire exit in the room or via foyer and main entrance
  - Chapel: Via foyer and main entrance
  - Map Room: Via fire exit in the room, into garden, out via side alley
  - Garden Room/Kitchen: Via fire exit in the room, into garden, out via side alley
- Assembly point is in the car park
- Please note that users of the Map Room or the Garden Room should ensure that the thumb turn locks on the fire exits are unlocked at the beginning of their hire period and locked again at the end to ensure easy exit in the event the building needs to be evacuated.

## 10) Noise

- Unless otherwise agreed, all bookings should end by 22:00. If users are leaving late in the evening, they should be considerate of the neighbours and keep noise levels down.
- All noise during bookings, including music, should be kept within the level set by the local authority, details of which can be obtained from the Environmental Health Department of Epping Forest District Council.
- If there is a noisy activity going on, especially in the evening, the exterior doors should be kept shut.

## 11) Parking and Vehicle Access

- The car park is small, with limited spaces. Cars should be parked in the bays provided. At busy times during the week, the car park may be restricted to named users.
- Hirers are responsible for ensuring that the car park is securely locked after their service users have all arrived and at the end of their hire period.
- Hirers must not block access to the four spaces marked out with retractable bollards at any time for any purpose.
- Other cars should be parked considerately in adjacent roads.

## 12) Insurance

- St. Giles' Church & Community Hub has public liability insurance.
- Users are not insured against risks resulting from the activities they undertake – it is the hirers' responsibility to insure against these risks.

## 13) Health & Safety & Safeguarding

- Hirers should ensure that their activities, levels of supervision, working practices and equipment comply with current health and safety, safeguarding (children) and safeguarding (vulnerable adults) legislation and guidance.
- Hirers (and other users) should always take reasonable care for the safety of themselves and all others who might be affected by their actions.
- Hirers are responsible for all aspects of safeguarding. Hirers may be required to show evidence of adherence to safeguarding procedures before being allowed to hire rooms.

## 14) Accidents

- All accidents or near-accidents should be notified to the St. Giles' team member who hirers have been liaising with regarding their building use, so that re-occurrences can be prevented.

## 15) Afterwards

- Furniture:
  - Furniture should be returned to its proper place.
  - Tables should be cleaned, folded and stacked. Chairs should be stacked neatly in piles not exceeding 10 chairs.
  - If furniture has been borrowed from another room, it should be returned to its proper place in that room.
- Cleaning and Tidying:
  - Hirers should ensure that the rooms they have used are left clean enough for the next users.
  - Floors should be swept (and mopped if there were any spillages). Brooms, mops, buckets, dustpans, etc., are available.
  - If crockery and cutlery has been used, it should be washed up and replaced in the cupboards and drawers.
  - Hirers should check the toilets and clean them if necessary.

- Rubbish
  - All rubbish must be removed by hirers at the end of their hire period and appropriately disposed of off site.
- Storage
  - If the hirer has been allowed to store equipment on the premises, whether in a storeroom or elsewhere, they must ensure that it is stored safely and tidily so that it does not constitute a fire risk or any other hazard to anyone. Stored equipment should be removed or relocated promptly when requested.