

Bursledon Parish Church Terms and Conditions of Hire

The person named in the Hiring Agreement shall be responsible for ensuring that the following conditions of hire of rooms at St. Leonard's and St. Paul's are complied with in all respects.

The Hirer will enter into a Hiring Agreement with the Parochial Church Council of Bursledon, hereinafter referred to as 'the PCC'. All Hirers **must** be over the age of 18.

The PCC regards the safe care and protection of children and vulnerable adults as of the utmost importance. Groups that hire or use Church premises are expected to share this concern and make appropriate provision for the protection of children and vulnerable adults within their care. A copy of the church's Safeguarding Policy is attached. Please also read and sign the section below.

THE HIRER AGREES:

Your Booking

1. That a booking is not confirmed until a completed hire agreement form has been received and agreed, and any required deposit has been paid. This deposit will only be returned in the event the PCC cancels the booking. The PCC reserves the right to cancel the booking if: exceptional, unavoidable or unforeseen circumstances arise; there is any breach of these conditions; or there is misstatement or material omission in connection with the hire agreement form, particularly relating to the purpose of hire.
2. To pay the balance of fees due before the conclusion of the booking. If the Hirer wishes to cancel the booking and the PCC is unable to arrange a replacement booking, the PCC may at its absolute discretion refund the fees (less the deposit) but shall be under no obligation to do so. In the event of the PCC cancelling the booking all fees (including the deposit) paid by the Hirer shall be refunded.
3. That the premises may be inspected to assess suitability for the purpose for which they are hired.
4. That in the event of an important service such as a funeral, schools' services or school teaching sessions taking place in the church, it may be necessary for the activity to be relocated, or cancelled. If cancelled the hire charge would be refunded in full
5. The Hirer shall not use the premises for any other purpose than that on the hire agreement, nor sub-hire or allow the premises to be used in any way that would endanger the premises or render the PCC's insurance policies invalid.

Preparing for your Event

6. To be responsible for obtaining any local authority or other licenses necessary in connection with the booking.
7. No gaming, betting or lotteries are to take place without the permission of the PC.
8. To be responsible for obtaining appropriate insurance against any third-party claims which may lay against the Hire or the Hirer's organisation whilst using the premises.
9. That no signs, notices, posters or banners are to be displayed on the inside or outside of the building without prior written approval of Bursledon Parish.
10. No combustible materials, such as cotton wool or polystyrene should be used near light fittings or heaters. Highly flammable substances are never to be brought onto the premises.
11. That it has read the PCC's safeguarding policy and agrees to adhere to its recommendations in relation to their work with children, young people and vulnerable adults. Staff and volunteers involved in work or other organised activities with children or other vulnerable people will need to confirm that they have been DBS checked to assess their suitability to work with such people.
12. If preparing, selling or serving food, the Hirer will observe all relevant food, health and hygiene regulations. A minimum of 2 people must be present if working in the kitchen – no-one is allowed to work in the kitchen alone. Children should not be allowed in the kitchen.
13. No electrical appliances are to be brought onto the premises without the PCC's permission. Any appliance must be in good working order, used safely and have a current PAT test approval.

14. To carry out a risk assessment of your activities and act on findings to mitigate any risk. If required, a risk assessment form can be obtained from the Church Office.

On the Day

15. To be responsible for, during the period of hiring, the supervision and security of the premises and protection of the fabric and contents from damage.
16. To ensure that the PCC and staff members have access to all areas hired during the period of hire.
17. To ensure that there is no smoking in or around the church.
18. To ensure that the fire apparatus of the premises are not interfered with in any way and that all emergency exits are not obstructed and all persons using the premises are aware of the location of fire appliances and emergency exits. Lit candles are never to be left unattended.
19. To keep the amount of noise or other disturbance to an acceptably low level during the period of hire, and also during arrivals and departures so as not to cause nuisance or inconvenience to building users in other areas of the church or to the neighbouring properties. No music is to be played after 11pm.
20. To ensure that time for setting up and clearing away the event, is clearly defined in the hire agreement and adhered to.
21. To clear up after the event both inside the hired rooms, and also outside where any mess may have been caused by the event, leaving the premises clean and tidy ready for the next user. If the kitchen is used, it too must be left clean and tidy.
22. To look after the keys, and to return the keys as agreed. If keys are lost or stolen, the Hirer will be required to pay for a replacement key. The premises must be left locked and all windows secured.
23. That all rubbish will be taken away and disposed of off-site by the Hirer.
24. To be aware that all cars parked in the car park are left at the owner's own risk. Bursledon Parish will accept no responsibility for any theft or damage which may occur.
25. The PCC welcomes people of all faiths and none. You are reminded that this building is a place of Christian worship, and even though you may not share our beliefs, we ask that you are respectful of this fact in your use of the premises. It is for this reason that certain activities will not be allowed.
26. Not to permit unseemly behaviour that would be damaging to the mission or witness of Bursledon Parish, or containing material or language abusive in general to others, or that is blasphemous or idolatrous and do nothing in or near or in relation to the church that is calculated to, or does, bring the name of the Church into disrepute.
27. No spirits or alco-pops are to be consumed or sold inside or outside the premises.
28. No animals, other than guide dogs, should be brought onto the premises without permission.

In the event there is a problem on the day and you need to contact someone from the church, and the Church Office is closed, please see the details given on your booking form.

Afterwards

29. To accept full responsibility for, and to, the PCC against all costs arising from injuries to any person, using the premises during the period of hire, except such as may be caused by the negligence of the PCC. If any such injury does occur, the Hirer must inform the Church Office of the details, such that it may be recorded in the Accident Book.
30. To compensate the PCC for any damage or theft caused to the building, or to any fixtures, fittings or appliances belonging to St Leonard's or St. Paul's during the period of hire or as a result of any breach of this agreement.
31. That the PCC will not be responsible or liable for any damage to, or loss of property brought onto, or left on the premises by the hirer or any other person.

SAFEGUARDING

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 for this.

In particular this means that:

- you will comply with the attached 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 Bursledon Parish Church is: Peter Taylor.

Email: safeguarding@bursledonparish.org Tel No. 07902 829492

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: _____ **Date:** _____

Organisation (if applicable) _____

I have also read and accept the Terms and Conditions of Hire and agree to abide by them.

Signed: _____ **Date:** _____

Bursledon Parish Church Office, Oak Road, Bursledon SO31 8DT

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