

## Schedule 1

### St Luke's Church

### Premises Hiring Agreement - Single Hire

It is our wish that people who hire our halls have an enjoyable and safe time, an outcome that is more likely when everyone involved understands the conditions of hire. Please take some time to read the following where the term 'Hirer' is taken to mean the person or persons who wish to use the building in return for which they pay a fee. The Hirer is responsible for reading and signing this hiring agreement and for compliance with the following conditions.

#### General

1. The premises will be let in accordance with the Lettings Policy and scale of charges as determined by the Parochial Church Council (PCC) (See document on website - [www.stlukemoulsham.co.uk](http://www.stlukemoulsham.co.uk))
2. The PCC reserves the right to decline an application or cancel a letting.
3. No letting will extend beyond 21:00 hours.
4. Hirers must complete and sign Appendix A in respect of each letting.
5. We reserve the right to access any part of the building at any time but will do so in an unobtrusive way.
6. The full letting fee must be paid by the payment date indicated on Appendix A. In the event of cancellation after this point, 50% of the fee will be forfeit unless the PCC agrees to waive this provision.

#### Planning and running your event

7. There is a small car park and we ask that users park considerately.
8. To avoid inconvenience and annoyance to neighbours, your guests should leave the hall and car park with the minimum amount of noise and disturbance.
9. The Hirer must ensure that noise is kept to a reasonable level at all times so as not to cause nuisance to our neighbours.
10. There will be no hire for public entertainment purposes (e.g., dancing, musical and dramatic performances) unless with the prior agreement of the Lettings Officer.
11. The premises are not licensed for the sale of alcohol nor are they licensed for any form of public entertainment. Hirers may only serve alcoholic drinks free of charge and with the prior agreement of the Lettings Officer. No alcohol is to be served to anyone under the age of 18.
12. The Hirer is responsible for any damage to the building or equipment during the period of hire. The Hirer agrees to pay the full cost for repair for any damage caused.
13. No rooms or areas other than those hired and paid for may be used.

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14. During the hire, the Hirer is responsible for ensuring security and restricting access to those for which the event is intended.
15. No Church property may be removed from the building.
16. No damage must be caused to the fabric or decorations of the building, including, but not limited to, the use of nails, screws, staples, drawing pins or adhesives.
17. No paint, chalk, crayon, pencils or other colouring matter may be applied to the floor or structure of the building or equipment.
18. No Smoke Machines are to be used, Bouncy Castles or similar large inflatable or tethered play equipment are not allowed without prior agreement. These items are only allowed if installed by a professional company and an insurance policy number provided in advance of the event.

### **After the event**

19. At the end of a letting, the Hirer is responsible for
  - Ensuring all tables and chairs are returned to the position found and all kitchen equipment, crockery etc are left clean. Any breakages or damage must be reported to the Letting Officer and will incur a replacement charge.
  - Ensuring that, if used, the fridge is emptied and clean.
  - The hall being swept and left tidy, (brooms and a dustpan and brush are provided in the storeroom off the large hall).
  - Removing and taking away all their equipment, decorations etc
  - Removing and taking away all rubbish. (Please note that the external bins are not to be used).
  - Ensuring the toilets are left in the condition they were found.
  - Ensuring that the heaters in the hall, gas hob and oven, taps and lights have been turned off.
  - Ensuring that windows and the emergency exit in the large hall are closed and the external door in the kitchen and main lobby doors are locked.
20. If the booking includes the play area, this is must left clean after use. Pre-school equipment in the large hall store is not to be used or tampered with.
21. There are approximately 50 chairs, which must be stacked and secured in the position they were found.
22. Hirers are to return the keys at the end of the letting from where they were collected.

### **Health, Safety and Safeguarding**

23. The Hirer is responsible for food hygiene, health and safety and complying with any legal requirements concerning music, singing and dancing licences, theatre licence and copyright.
24. The Hirer is responsible for, and must ensure, especially when others are on the premises using the facilities, that children and vulnerable adults are protected at all times by taking all reasonable steps to prevent injury, illness, loss or damage occurring. Hirers are required to read and comply with the Church of England Safeguarding Policy Statement for

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Children, Young People and Adults which can be found on the church noticeboard in the foyer or by following this link -

<https://www.churchofengland.org/sites/default/files/2017-11/cofe-policy-statement.pdf>

25. The Hirer is responsible for ensuring that they have read St Luke's Risk Assessment and complied with risk management action. This assessment can be found on the Church noticeboard in the hall foyer.
  26. It is the responsibility of the Hirer to ensure that the premises are safe for the purposes for which they intend to use them. Hirers are reminded that they are responsible for any accident or injury arising out of the activity for which they have booked the premises.
  27. Hirers must report any accident or incident as soon as possible to the Lettings Officer so this can be logged in our Accident Log.
  28. St Luke's is insured for occasional lettings which does not extend to food and drink, use of certain play equipment, organised sport etc. Please let the Lettings Officer know the activities you intend for the event. Should you wish to engage in an activity that is not covered by the St Luke's policy, you will need to arrange separate cover, providing us with a copy of the insurance certificate at least one month before the hire date. Please see the Church Lettings Policy on Website.
  29. The maximum recommended number of individuals is 100 in the large hall, 30 in the Small Hall and 90 in the main body of the Church, dependent on configuration.
  30. St Luke's is a non-smoking and drug-free site; it is the responsibility of the Hirer to ensure this condition is not breached.
  31. St Luke's has a fire detection system and emergency lighting. In the event of the fire alarm sounding, please follow the Fire Evacuation Procedure, which can be found on the notice board in the lobby and in the small hall. The Hirer must make themselves familiar with the Fire Evacuation Procedure.
  32. Every care should be taken to avoid accidentally triggering the fire detection system – naked flames of any kind (including candles), smoke machines and similar must not be used.
  33. When it is safe to do so, please report any instance of the fire alarm sounding to the one of the people below.
    - David Millward - 07749 359971
    - Sue Davies - 07708 296804
    - Revd Stephanie Gillingham - 07906 814174
  34. No fire equipment may be obstructed or moved except in an emergency.
  35. Emergency exits must be kept unlocked and clear at all time.
- Acceptance of Conditions**
36. Hirers are required to acknowledge acceptance of these conditions by signing Appendix A.

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## Appendix A

### PREMISES HIRING AGREEMENT: SINGLE HIRE

Invoice Number.....

Hiring person/organisation.....

Reason for hire.....

Date of hire..... Large Hall ..... Y/N Small Hall ..... Y/N

Start time ..... End time .....

Hours/minutes.....

Hiring Fee.....hrs @ .....per hr Full letting fee amount due .....

Payment due date.....

Payment can be made electronically using the following details, please use Invoice number as payment reference -

St Luke's Church Moulsham  
Sort Code: 20-19-95  
Account Number: 00809799  
Or, by Cheque payable to St Luke's Church Moulsham.

#### Declaration

The individual and/or organisation detailed below accept the definitions, terms and conditions of hire as set out in this document.

#### Hirer authorised representative

#### PCC authorised representative

Name .....

Name .....

Address .....

Address .....

.....

.....

Telephone .....

Telephone.....

e-mail .....

e-mail .....

Signature.....

Signature.....

Date.....

Date.....

Valid Insurance Certificate seen ..... YES/NO/NOT REQUIRED

**PLEASE TELEPHONE THE LETTINGS OFFICER 5 OR 6 DAYS BEFORE THE BOOKED EVENT  
ON 01245 600225**