



St. Anne's Church West Heath Conditions of hire of church hall / George Goodger Hall Organisations

1. All bookings, whether regular or occasional, are accepted at the discretion of the Hall Secretary, acting on behalf of St Anne's Church.
2. Rates of hire and payment are available on application to the Hall Secretary. For occasional bookings the full hire charge and a refundable deposit are payable in advance. At least 24 hours notice of cancellation is required otherwise the full hire charge may be forfeited.
3. 'Non-Church' hirers should note that St Anne's Church will not accept liability for accidents, damage, injury or theft concerning hirers, their helpers, or patrons on or in the premises. Hirers who are not already insured for the purpose should therefore consider taking out special insurance to cover their temporary occupation of the premises.
4. Every hirer, whether regular or occasional, must ensure that they are familiar with the Fire Regulations for the church hall / George Goodger Hall.
5. The church hall / George Goodger Hall and other parts of the premises let to the hirer, and the fixtures, furniture and accessories, as well as the belongings of other users, are to be left in good order. After use, the hall floor should be swept. Rubbish should be put in the appropriate recycling box or if not recyclable put in a bin. Any leftover food should be removed from the premises. Please check that all toilets have been flushed. Failure to do so may result in the forfeit of any deposit paid.
6. Whereas the Hall Secretary will try to ensure that a booking, once made, will be allowed to take place, this is not a guarantee if unforeseen circumstances require the booking to be cancelled. In this event any prior payment for the booking will be returned.
7. If a hirer puts up a poster, or distributes leaflets, or otherwise advertises a forthcoming event or activity, on or in the premises, the name of the hiring organisation, or the hirer, must be clearly stated in the advertisement.
8. Smoking and vaping are not permitted in the buildings in line with current legislation.
9. The use of recreational drugs is prohibited.
10. All portable electrical appliances that are intended to be used on the church premises must have been PAT tested and be safe for use.
11. Hirers of the hall should read the '**Fire Action**' notice and ensure that they know where the fire extinguishers are, where the fire exits are. If the premises need to be evacuated everyone should assemble in the church car park at the rear of the building. Emergency services should be telephoned as soon as possible.

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 provide the church with a copy of your organisation's Safeguarding Policy/ies;
- 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, including contact details and next of kin, attending the activity will be kept securely.
- you will assess and manage the risk posed by any offenders against children or vulnerable adults seeking to join your membership in conjunction with statutory agencies
- you will immediately (within 24 -48 hours) inform the Parish Safeguarding Co-ordinator of:
 - 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
 - any known offenders against children or vulnerable adults attending your activity who are, or are intending to, also attend any activities run by the church.

Our Parish Safeguarding Co-ordinator is:

Name: Chrissie Price

E-mail: chrissie.price@blueyonder.co.uk

Tel. No: 07952754192

Declaration

We agree to abide by appropriate safeguarding procedures. We understand that our booking agreement may be terminated in the event of my failing to comply with these procedures. We understand that the parish accepts no responsibility for our failure to comply with the above requirements

Signed

Designation

Organisation

Date

Please sign two copies, one to be retained by the church, and one by the organisation

I have received and read a copy of the conditions of the hire of St Anne's church hall / George Goodger hall, and I accept them.

Signed:

Date:

The following documents must be provided:

Document	Date seen by Hall Secretary
Hirer's insurance certificate	
Hirer's safeguarding policy	

Check by Hall Secretary that the hirer's safeguarding policy agrees with the minimum standards required by the House of Bishop's safeguarding policy and practice guidance.

Signed by Hall Secretary:

Date: