



Oxton St Saviour's Parish Centre

Room Hiring Conditions

1. Charges

The charges for hiring the Parish Centre made in accordance with the charges laid down by the Management Committee notified to and agreed with the Hirer. Additional charges for necessary cleaning or repair may be made if the need for cleaning or repair arises from the hiring. The full booking fee must be paid two weeks prior to the event.

2. Cancellation

If the Hirer wishes to cancel the hiring or to vary the period for which the accommodation has been booked, notification must reach the Managers at least one week prior to the time of the start of the hiring.

3. Licences and Permissions

The Hirer shall be responsible for obtaining any necessary licences or permissions for the proposed use of the premises. In particular, an Events Licence may be required for public performances involving music, singing and dancing and for theatrical performances. If copyright material is performed or used, the licence of the owner of the copyright must be obtained.

The Hirer shall indemnify the Managers against any claim, costs, expenses, loss or other liability arising from any failure to obtain a licence or any infringement of copyright which may occur in connection with the hiring.

In connection with any particular hiring the terms for the consumption of alcoholic drinks shall be strictly as laid down by the Managers who may for that particular hiring decide that no such consumption shall be permitted. Under no circumstances may alcoholic drink be sold on the premises.

Copies of any licence obtained must be provided to the Managers.

4. Use of Kitchen Facilities

The use of kitchen facilities, where appropriate, for the purpose of preparing, cooking and serving food and beverages with the following provisos:

- Care must be taken to ensure that all appliances and services are switched off or turned off after use and that the kitchen is left in a clean condition, including the floor. A charge will be made for any expense incurred by the Managers for cleaning of any equipment or premises after use. No electrical appliances may be brought in by the Hirer.
- Any Hirer wishing to employ Private Caterers must ensure that all the necessary insurances exist and that all legislation governing food hygiene is complied with.
- Unaccompanied children are not allowed in the kitchen.

5. Damage to Parish Centre Property

The Hirer shall be liable to the Managers for the proper use of the premises and of the Managers' property and for the conduct of people using the premises in connection with the hiring. The Hirer shall agree to reimburse the Managers for any expenses incurred in consequence of loss or damage to the premises, equipment, furniture, grounds etc. however caused by the Hirer or by any person whom the Hirer has invited onto the premises. It is advised that the Hirer arranges adequate Public Liability Insurance for the hiring and the Managers reserve the right to insist on such insurance cover for the Hirer's liability under this paragraph and under paragraphs 6 and 7 of this Guide. A copy of any such insurance cover must be provided to the Managers.

6. Loss or Damage of Private Property

The Hirer (to the exclusion of the Managers) shall be liable for any loss or damage to neighbouring property and to the property of persons on the premises in connection with the hiring and for any personal injuries sustained by any persons (other than injuries sustained as a consequence of the Managers' negligence).

The Hirer shall indemnify the Managers against all losses, claims, costs and expenses or other liability arising from such loss or damage or injury. The Hirer is also responsible for the insurance of any property left on the premises.

7. Security of the Building

The Hirer is responsible for the security of the building during the period of hire. The Hirer will agree with the Managers prior to the commencement of the hiring the way in which the premises are to be secured after the hiring has finished.

The Hirer will ensure that all lights are switched off after use.

8. General

The Hirer shall not enter into any agreement to sublet the premises or any part thereof. The benefit of the hiring is personal to the Hirer and is not assignable.

No rooms or kitchen facilities may be used except those specified in the hiring.

Smoking is not allowed in any part of the building.

No litter or property is to be left on the premises except with the permission of the Managers.

All tables must be wiped clean and put away and chairs neatly stacked in piles of not more than 4 and the floor completely cleared and swept.

9. Delegation of Duties

The Managers may for any particular hiring delegate their duties as set out in these Hiring Conditions to such person or persons, committee or sub-committee as they consider to be appropriate.

10. Limitation of Use

The Managers reserve the right to refuse any application for hire if the proposed use is considered unsuitable or contrary to the ethos of the church.

11. Child Protection

If the hiring involves children using the building the Hirer must be aware of and ensure compliance with the requirements of the Children's Act and the church's Child Protection Policy 2004, a copy of which may be obtained from the Parish Office.

Disability Access Statement

The Managers of St Saviour's Parish Centre welcome visitors of all abilities. They are committed to making the Centre accessible. The Centre will be working to the standards set out in BS 8300 and the building regulations part M which set minimum legal standards for access and use of buildings by all building users. The Centre will also work within the most recent legislative framework of the Disability Discrimination Acts in providing facilities and assistance for all who have special needs.

The Centre is a two-storey building and there is a lift to the upper floor. All three main access and exit doors are suitable for wheelchair users as are all internal doors. There are three toilets equipped for users with any disability. They are located on both floors and have an emergency alarm with a high powered sounder. The equipment has suitable colour contrasts.

Signage throughout is in text and Braille where appropriate. Copies of all user documents are available in large print on request. A hearing loop system is in place in the large meeting room. Users of the room should mention the loop and people using hearing aids should switch to the T setting if fitted.

The Managers will ensure that all groups using the Centre are aware of their obligation to provide proper assistance to any member of their party who needs it, especially in the event of emergency evacuation. The emergency egress plan for all users is explained in this Guide, and the emergency evacuation plan for disabled people will be explained fully by the management. There is an Evac Chair on the upper floor located next to the fire refuge. If there is any doubt about emergency evacuation from the upper floor, use by that group will be confined to the ground floor. To establish the situation an appropriate question will be asked on the booking form (see attached), and the Booking Manager will explain the obligations of the booking group.

The Managers welcome any suggestions for improving conditions for any with special needs.

Health & Safety

The Hirer shall be responsible for taking all necessary precautions for the safety of the premises and persons therein, including the speedy and orderly evacuation of all hired accommodation in the event of fire or other hazard threatening the building and Hirers are reminded that they are responsible for any accident or injury arising out of the activity for which they have booked the premises. The hirer should be aware of the location of the emergency exits which are clearly marked . Such exits must not be blocked by furniture or equipment.

It is the responsibility of the Hirer to ensure that the premises are safe for the purposes for which they intend to use them. The Hirer must ensure that at least one person present has a mobile phone as there may be no access to the office telephone. Regular Hirers must nominate a responsible person to liaise with the Management Committee on Health & Safety and Fire related matters.

Exits and entrances must be kept clear at all times. In the event of a fire the lift must not be used. Use either the main staircase or the emergency stairs. The lift is not to be used at any time by unaccompanied children.

Details of any accident occurring on the premises must be reported to a member of the Parish Centre Management Committee.