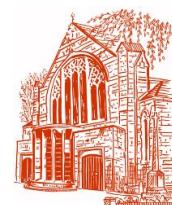




# St Martin's Parish Centre

Victoria Avenue • Worcester WR5 1EE

The Parish of St Martin with St Peter in the Worcester South East Team



Parish Office · London Road · Worcester · WR5 2ED Tel: 01905 358083  
www.stmartinsworcester.org.uk email: WorcesterSouthEastTeam@gmail.com

## ***Parish Centre - Terms and Conditions of Hire***

The Parish Centre is in the care of the Parochial Church Council (PCC) of The Parish of St Martin with St Peter, and is managed on their behalf by the Parish Centre Manager (PCM).

### **Use of the Parish Centre is subject to the following terms and conditions:-**

#### **1 Lettings & Charges**

- 1.2 The Parish Centre will not be let to any person under the age of 21 years.
- 1.3 Lettings cannot extend beyond 11:00pm.
- 1.4 A Hiring Agreement form (available from the church website) must be completed and emailed to the PCM.  
A signed copy must be returned to the parish office before a booking can be confirmed.  
There are two forms – one for single bookings and another for regular bookings. The charges for single bookings are indicated on the form. Charges for regular bookings will be advised on receipt of a completed form.

#### **2 Payment**

- 2.1 A deposit may be required when booking. This will NOT be refundable unless the booking is cancelled by the PCM.
- 2.2 Payment must be by a cheque, standing order, or BACS transfer payable to 'St Martin with St Peter PCC', account number 00017149 CAF Bank LTD, Sort Code 40-52-40, Reference 'P Centre Hire'.
- 2.3 For a 'single use' booking, payment may be made when collecting the key.
- 2.4 For regular lettings, the preferred method of payment is by standing order, with reconciliation in December of each year.
- 2.5 A receipt will be issued if required.

#### **3 Security**

- 3.1 All keys remain the property of the PCC.
- 3.2 A key or keys will be issued only to those persons named on the Hiring Agreement Form - keys must NOT be given or lent to any third party.
- 3.3 For 'single use' bookings, the arrangements for collecting the key(s) will be explained in the booking confirmation.  
The key must be returned within 24 hours of the end of the hire period.
- 3.4 The entry key is a high security key – a charge of £25 will be made for a lost or replacement key.
- 3.5 If necessary, a code for the alarm system will be provided when the entry key is issued.
- 3.6 The hirer shall check all windows and doors are closed and secure before resetting the alarm and locking the final exit door.

#### **4 Services and Equipment**

- 4.1 Heating is provided by a gas fired central heating system which will be set to operate according to the times indicated on the Hiring Agreement Form. The settings of radiator valves, thermostats or time switches must not be altered.
- 4.2 A boiler provides hot water to the toilets and kitchen. The hirer must ensure all taps are turned off before leaving the premises.
- 4.3 The Parish Centre is fitted with a fire warning system with four fire alarm call points and heat and smoke detectors.  
There is also an Emergency lighting system which is activated automatically in the event of a power failure.  
No modifications and/or alterations shall be made to the electric installations in the Parish Centre.
- 4.4 Any damage found or caused, or anything not working as it should, must be reported to the PCM.
- 4.5 There are 140 stacking chairs, 16 large, and 7 small folding tables which may be used by hirers. They must be returned to the rear of the upper hall after use and stacked safely.
- 4.6 Kettles, teapots, and some crockery and cutlery are available for use by hirers – please check at the time of hiring that there are sufficient for your needs. If required, more crockery and cutlery may be available at additional cost.
- 4.7 The hirer must provide their own drinking glasses, if required.

#### **5 Cleaning and Disposal of Rubbish, etc.**

- 5.1 The Parish Centre is cleaned each weekday.
- 5.2 Before leaving, the hirer shall ensure that the premises are in a clean and tidy condition and ready for use by the next hirer/user.
- 5.3 Any crockery and cutlery used must be washed and dried and put back where found. Items for washing-up, and tea towels, are NOT provided.
- 5.4 'Single use' hirers must remove all their rubbish from the premises when leaving, including empty bottles, drinks cans, food waste, cardboard etc.
- 5.5 Regular users must remove all rubbish which can be recycled. Also food waste and rubbish which cannot readily be put into a plastic sack.
- 5.6 Cleaning materials, brushes, mops, dustpans etc. are situated in the cleaner's cupboard adjacent to the emergency exit in the lower hall.

5.7 Decorations may be put up by the hirer, but they must not be attached to the walls with 'Sellotape' or similar adhesives. All decorations are to be removed after the event.

## **6 Breakages, damage, etc.**

6.1 The hirer will be held responsible any loss of or damage to the fabric, furniture or fittings in the Parish Centre during the Hire Period. In the event of repairs being necessary, they will be carried out by professional craftsmen to the order of the PCM. The cost of any replacements or repairs will be recovered from the hirer.

6.2 If the premises are left unsecured, the hirer may be held responsible for any theft from or damage to the premises that may occur as a result.

## **7 Nuisance**

7.1 Noise from the playing of music, or any other activity, must be kept to a reasonable level so as not to cause a nuisance to neighbouring householders.

## **8 Safety & Safeguarding**

8.1 The number attending any function or meeting is limited to: Upper Hall – 120 persons, Lower Hall – 80 persons, Committee Room – 25 persons. Hirers are responsible for ensuring that there is no 'gate crashing' at functions.

8.2 Hirers must ensure that, during the entire period of the letting, all external doors are kept unlocked, illuminated and free from all obstructions.

8.3 Hirers must designate a person to act as Fire Warden, who must familiarise themselves with, and be responsible for, implementation of the Emergency Action Plan in the event of a fire or other emergency.

8.4 Any incidents involving personal injury must be recorded in the Accident Book, located with the first aid box at the top of the stairs by the kitchen. Serious injuries should be reported to the PCM or a Church Warden.

8.5 Hirers shall ensure that any electrical appliances they bring and use on the premises are safe, in good working order, and used in a safe manner. All electrical equipment must be PAT tested.

8.6 Hirers must establish that, before leaving and locking the Parish Centre, there is nobody on the premises (particularly in the male/female/family toilets).

8.7 Hirers using the premises for activities involving children, young people or vulnerable adults must comply with the safeguarding requirements (see 11 below).

All hirers (other than for private family functions) shall complete and return the associated declaration.

## **9 Insurance and Public Liability**

9.1 The PCC shall not be held responsible for any loss, damage or claim by any party arising out of the hiring of the Parish Centre.

9.2 Hirers are responsible for providing adequate insurance cover for themselves, those associated with them, and their equipment and any other property they bring onto the premises.

9.3 All regular hirers are required to hold a current Public Liability Insurance policy and, if required, produce the policy and current receipt or other evidence of cover to the PCC.

9.4 'Single use' hirers are covered by the Parish Centre's Public Liability policy.

## **10 Legislation & Statutory Regulations**

10.1 The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of current legislation relating to Child Protection, Health & Safety, Control of Substances Hazardous to Health (COSHH), Food Safety, Copyright regulations, Gaming Betting and Lotteries, Licences, or any other relevant legislation.

10.2 Hirers should ensure that their caterers (professional or amateur) are aware of the requirements of the Food Hygiene (England) Regulations 2006 and the relevant Food Safety Act Codes of Practice.

10.3 It is against the law to smoke anywhere on the premises.

10.4 The Parish Centre is NOT licensed for the admission of the general public for dancing, musical performances or dramatic performances. Events of this nature must be strictly private, with admission by the personal invitation only of the hirer. The general public may not be admitted, no admission charge may be made, and such events must not be advertised to the general public.

10.5 There is no licence for the sale of alcohol on the premises, but the consumption of alcohol by adults (over the age of 18) is permitted within the context of a private party. The hirer must ensure that consumption is kept within moderate limits and does not lead to disorderly behaviour.

## **11 Safeguarding**

The Parochial Church Council of the Parish of St Martin with St Peter has adopted the Safeguarding Policy Statement of the National Church: [Promoting a Safer Church 2017](#), which contains six overarching policy commitments:

- Promoting a safer environment and culture
- Safely recruiting and supporting all those with any responsibility related to children (up to 13 years old), young people (14 to 17 years old) and vulnerable adults<sup>(1)</sup> within the Church.
- Responding promptly to every safeguarding concern or allegation
- Caring pastorally for victims/survivors of abuse and other affected persons
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons
- Responding to those that may pose a present risk to others

**Your hiring agreement is conditional upon you having an equivalent Safeguarding Policy of your own, which is up to**

date, regularly reviewed and adequate for purpose. You are responsible for complying with all legislative requirements, managing any child or adult safeguarding concerns or allegations and making referrals direct to the police and/or local authority as required.

You are responsible for ensuring compliance with your Safeguarding Policy; no liability for assessing adequacy for purpose, monitoring compliance or breaches of your policy can be accepted by the PCC.

In the event of any incidents or allegations of abuse or causes of concern relating to members or leaders of your organisation that occur within the hirer’s premises, you will immediately (within 24 hours) inform the **Parish Safeguarding Officer (PSO)**, and provide contact details for the person in your organisation who is dealing with it. The PSO can be contacted through the Parish Office.

If you are aware of any known offenders against children or adults seeking to join your membership or any information of a safeguarding nature, which could have an impact on any aspect of public protection, you should disclose this to the **Diocesan Safeguarding Advisor** (telephone: 07495 060869, email: [dbadmin@cofe-worcester.org.uk](mailto:dbadmin@cofe-worcester.org.uk) ) and in addition, manage any safeguarding allegations or agreements with offenders in co-operation with statutory agencies, and with the church.

*(1) Vulnerable adult – Section 6 of the Safeguarding and Clergy Discipline Measure 2016 defines a ‘vulnerable adult’ as ‘a person aged 18 or over whose ability to protect himself or herself from violence, abuse, neglect or exploitation is significantly impaired through physical or mental disability or illness, old age, emotional fragility or distress, or otherwise; and for that purpose, the reference to being impaired is to being temporarily or indefinitely impaired’.*

Dec 2023

**Declaration**

- 1. We confirm that our organisation has public liability insurance cover for our activities, whilst the church premises are being hired. We understand that we are primarily liable for any accident or injury which arises out of our activities whilst using the premises and ensure that all reasonable steps are taken to prevent injury, illness, loss or damage occurring.
  
- 2. We confirm that our organisation has an adequate, up to date safeguarding policy, which is regularly reviewed and its implementation/compliance monitored. We confirm that our organisation uses the Disclosure and Barring Service. We understand that our hiring agreement may be terminated in the event of failing to comply with our organisation’s safeguarding procedures.

**OR**

- 3. We confirm that no children, young people or vulnerable adults take part in our activity.  
*delete 2 or 3 as appropriate*

Signed .....

Print name ..... Role .....

Of behalf of: ..... (Organisation Name) Date .....