Hire Agreement for the West End Rooms (meeting room/kitchen) and/or Church at St Goran Church

***The Church of St Goran is an important historical building and a significant part of the history and heritage of the area. By hiring these facilities the PCC (Parochial Church Council) are entrusting you with their care. Please help us look after this beautiful building.***

Please note the following important points:

Any booking is subject to change in the event of a funeral booking happening – these take priority.

1. Please note the location of the Emergency exits - behind the kitchen and also through the main entrance door. Please familiarise yourself with the location of the fire extinguishers in the building. (These are located by the door into the toilets, by the organ, by the rear fire door (behind the kitchen) and up on the gallery to the right of the door of the 'Bell Ringers Kitchen'.)
2. First aid kits are located in the kitchen and behind the organ. Please note all accidents (however minor) in the Accident Reporting Book located on top of the fridge/freezer through the door, past the kitchen. If a report needs to be made please detach the report form (for data protection reasons) and put it in a brown envelope (located with the accident book) and post it into the wall safe on the left hand side of the main door into the church, addressed to Mrs G Overell. If any First Aid consumables are used please leave a note so that we can refill the First Aid box. In an emergency there is a defibrillator in the telephone box, just down the lane from the church.
3. No more than 40 people are allowed in the gallery (upstairs) area of the church and children must be accompanied by a responsible adult at all times
4. No public access is permitted behind the organ due to the storage facility located here and the dangers associated with this. If access is needed to retrieve the first aid kit, a responsible adult may enter for that purpose only.
5. Please return all tables and chairs to the position in which you found them – stacking chairs carefully (no more than 4 high) to avoid accident.
6. If using the kitchen facilities, it is the responsibility of the hirer to ensure they comply with all aspects of the Food Hygiene Regulations and Food Safety Act Codes of Practice.
7. Decorations and fixings are not allowed anywhere in the building (except table top decorations – which must **not** include candles or night lights).
8. Electrical equipment used and brought in to the church should be PAT (Portable Appliance Test) checked and of a standard suitable for use in a public building. No portable heaters may be brought into the building. Any damage caused by imported electrical equipment will be paid for by the hirer.
9. There is no public telephone in the building, therefore hirers must ensure they have access to a mobile phone in case of emergency.
10. In case of emergency relating to the building (e.g. a water leak), during your hire period, the emergency contact details are as follows: Liz Meldon-Smith 01726 844268 or Hilary Hopkins 01726 844408.
11. If you require the emergency services the address of the church is: St Goran Church, Goran Churchtown, PL26 6HW
12. If licences are required for alcohol, live music etc then it is the hirers responsibility to obtain the relevant licence and the hirer shall indemnify the Church and keep it indemnified in relation to any liability in this respect. If Alcohol is to be sold on the premises, permission must be obtained from the PCC as well as obtaining a licence. Alcohol should only be consumed in the West End Room, not in the church itself.
13. If the hirer's activities involve children, then the hirer is required to ensure that children are protected at all times, by taking all reasonable steps to prevent the occurrence of any injury, loss, damage or harm and that all appropriate children's statutes and child protection guidelines are complied with. The Hirer should be aware of national requirements for child protection and adhere to these.
14. Parking for event organisers and disabled people is permitted at the front of the church, but access for emergency vehicles must be maintained at all times. Parking for other visitors may be possible in the Barley Sheaf car park, at the sole discretion of the owners of the Barley Sheaf. This MUST be arranged in advance. Please contact the pub directly to arrange parking. Telephone: 01726 843330
15. Please leave all areas clean and tidy and ensure the building is as clean as you found it. Any extra cleaning required as a result of your hire will be paid for by you. Cleaning equipment is found in the kitchen and a hoover is kept near the kitchen facilities. Please bring refuse and recycling bags with you and ensure that all rubbish is removed when you leave the premises.
16. Any breakages or damage caused during the hire period must be paid for.
17. When you arrive at, and leave, the premises please respect our neighbours and keep noise and disruption to a minimum – especially after 9pm.
18. From dusk, hirers must use the path lights (switch inside the porch) to ensure the safety of all users of the church and the facilities. The bottom switch turns the lights on and off. When leaving the church please turn the bottom switch off and press the top switch – which will turn the lights on for 3minutes to allow you to safely exit the church grounds. It is advisable for the first person into the building, to bring a torch as it is very dark before the path lights are switched on.
19. The PCC will accept no liability for accidents, injuries, damage and/or loss of personal property as a consequence of using the premises.
20. The PCC reserves the right to terminate any hire immediately in the event of the hirers failure to observe any of the conditions of hire listed here.

**When arranging any event we particularly urge you to think about:**

* ***First Aid arrangements***
* ***Emergency exits***
* ***Hygiene and food safety***
* ***Safe Parking arrangements***
* ***Any alcohol/entertainment/music licences***
* ***The safety and protection of children and vulnerable people***

I confirm that I am over 18 years of age. I have read and understood the Condition of Hire listed here and agree to abide by them.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Details: Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organisation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_