

SCHEDULE

1 : The Booking

The booking includes use of the following:

- the room that is referred to in the agreement
- heating and lighting
- toilets, which may be internal or external
- kitchen facilities if you hire the Green Room

2 : Cost

The hire fee is payable by the date shown on your invoice. For regular hirers you will be charged in 30 minute increments on a half-term in arrears basis. We accept cheques payable to *Holy Trinity Church*, bank transfer, or PayPal.

Any time required for setting up and cleaning up after your activities **must** be included in your booking. If you are in the room for longer than the period invoiced for, we will charge for the extra time in increments of 30 minutes.

3 : Opening & Closing – Green Room

Entry is via the kitchen door, near the main church sign overlooking the green. The key opens the top and bottom locks. Once inside the main church doors are opened from inside by removing the wooden bar and undoing the bolts.

After the session, bolt the main doors, replace bar and leave via the kitchen. Please make sure all lights have been turned off. Lock the door and if a single hire, return the key.

4 : Opening & Closing – Blue Room

The Blue Room has its own door and key. After the session please make sure the lights are off and the door is securely locked. If a single hire, please return the key.

5 : Lighting

The Green Room main lights and side aisle lights are low energy and **take about 2 minutes to come on fully**. When first switched on they give only a faint glow and this is normal. For most lights there is a bank of switches opposite the toilet. Other light switches are easy to identify.

6 : Keys

You will be given one set of keys for the room you are hiring. If you need another set please ask us and do not get them cut yourselves. Additional keys or lost keys may be charged for. You are under an express obligation during the hire period to keep the key[s] secure at all times and to return the key/keys at the end of the hire period.

7 : Tables and chairs

You are welcome to use the tables and chairs (usually stored in the adjacent small meeting rooms or Blue Room), **but please return everything to where you found it**. Please do not remove items from the Sunday School or hall users cupboard.

8 : Kitchen

You are welcome to use the kitchen facilities and crockery/cutlery in the cupboards, providing everything is washed and returned to where it was found. For hot water, switch on the water heater above the sink and switch off after use. Please do not use food, or drink stored in the kitchen as these are for church use.

9 : Heating

If heating is required this can be switched on in the kitchen. Press 'Advance' button on the timer (located on the wall near the boiler). When you have finished press 'Advance' again to switch off. Please do not switch off the boiler/timer at the plug as this erases the timer settings. Settings on the heaters in the Green Room have been preset, if the heating does not come on it may be that the timer has been set to 'off'. Change this to 'twice' with the 'Select' button. Also, check that the heaters power switch is on locally.

NOTE: Heaters take approx 10 minutes to come on after the 'Advance' button has been pressed. In cold weather, ideally put the heaters on around half an hour prior to using the room.

10 : Cleaning and tidying after use

Please leave the room, kitchen and toilets clean and tidy after use. Sweep up litter, crumbs etc. Vinyl can be cleaned using the dry sweeper, vacuum cleaner with 'brushes' engaged, to avoid scratching the floor. All cleaning equipment is in the large cupboard inside the toilet. There is also a Dyson hand held Hoover available that can be found in the church office. Marks on vinyl (eg: shoe marks) can be removed with a damp cloth. The main body of the church is expressly excluded from the scope of this hire agreement, except the walkway from the flower vestry to the green room.

Please supply your own bin liners and remove rubbish from the church when you leave. There are two wheelie bins by the main gates for your rubbish – household or recycling.

11 : Insurance issues

You are not allowed to smoke anywhere in the church buildings. Please – no chewing gum. Our public liability insurance **does not** cover or indemnify you for accidental injury to third parties using the room, or to loss or damage of third party property. You must have your own insurance for the hire session.

12 : Children

If your booking involves children or young people, you are [as between you and us] exclusively responsible for their welfare and protection whilst in your care on our premises. If you hire, or engage anyone to help you during the hire session[s] they must have been DBS checked.

13 : Liability

You are obliged at all times, both during and after the term of the agreement, to indemnify us against any costs incurred by us as a direct or indirect result of any claim against us by any third party as a result of the Hirer breaching this agreement.

14 : Safety

The accident report book is next to the First Aid box in the kitchen. A report must be filed for each accident. Both the tear off strip and the accident report must carry a report number (beginning at 001). The tear off strips should be detached and placed in an envelope. The envelope should be sealed and have the report number marked on it (eg: Accident Report 001). The sealed envelope should then be posted through the vicarage letterbox where it will be stored safely.

15 : Risk Assessment

You need to conduct your own risk assessment for the kind of activity that you will be carrying out. You are welcome to see ours to act as a starting point, but must always carry out your own risk assessment.

16 : Fire Exits

All Fire Exits are marked. They are located through the kitchen door and the main church front door. There are further Fire Exits in the body of the church and are clearly marked.

Please do not authorize anyone else to enter the church while you are using the premises.

17 : Music

Although the church itself does have a sound system, we are afraid it does not extend into the rooms for hire. If you require music, you will need to provide your own system. We do not have a PRS licence.

18 : Car parking

During the period of the hire you may use the car parking area in front of the church. It is offered on a first come first served basis.

19 : Breakages

Tell us if any damage or breakages occur during the hire session. We reserve the right to recover any associated costs from you.

20 : Cancellation

If you need to cancel a booked session, the following cancellation charges apply:

- 22 days or more no charge
- 15 to 21 days 50% of hire fee
- 8 to 14 days 75% of hire fee
- 7 days or less 100% of hire fee

21 : Intention

The hirer acknowledges that no tenancy is intended to be created between the PCC and the hirer, and no relationship of landlord and tenant exists between them.

22 : Complaints

If you have a complaint about the service that we provide for you, please discuss this in the first instance with your contact at the church. If a resolution cannot be agreed, your next stage is to discuss the issue with the Vicar, on behalf of the Parochial Church Council.

23 : Termination

This agreement may be cancelled by either party at any time by giving no less than 30 days notice in writing to the church hire contact.

24 : Safeguarding

Ensuring the safety and welfare of children, young people and vulnerable adults lies with those responsible for their care. It is a condition of hiring our premises that you agree to abide by the Safeguarding Policy of our church. A copy of that policy is available on request, or can be seen on our web site and forms part of this hire agreement.

You further agree that all concerns about children, young people and vulnerable adults whilst in your care on our premises will be reported to the relevant statutory authority. If you have your own policy please let us have a copy of it.

25 : Feedback

We want your hire session to really work well for you. If you have any comments please let our contact know.

Thank you.

