

Conditions of Hire: St Mary's Hall

1. The Hirer, if they are not to be present at all times during the period of the hire, will appoint a **Designated Person** who will be fully familiar with these Terms and Conditions, including the Health and Safety details, and be 'in charge' of and responsible for the persons occupying the Hall during the period of the hire. The maximum capacity of the Hall is **60**
2. The Hirer undertakes not to allow activities to take place during the period of the hire which will cause annoyance to nearby residents or the general public or which are in anyway inconsistent with the character of the Hall as a Church hall ancillary to the Church of St Mary the Virgin, Ross-on-Wye.
3. The Hirer undertakes to be responsible for any damage to the Hall and for any breakages, all of which will be reported to the Church Office. For all one-off bookings a deposit may be required as security against any loss or damage that may be caused. The deposit will be returned after the hire, with a reduction for any extra costs incurred in cleaning or tidying the Hall and in making good any loss or breakages.
4. The Hirer and Designated Person undertake to leave the Hall, kitchen, crockery etc. in a clean and tidy condition. **All rubbish is to be removed from the premises and disposed of by the hirer on the day of hire – not left in the Hall bins.** The chairs shall be stacked, 5 to a stack for plastic ones and 3 to a stack for padded ones and the floor swept.
5. The Hirer and Designated Person undertake to become familiar with the Fire and Emergency Procedures for the Hall as posted on the noticeboard and included in this letter. A First-Aid box is situated in the kitchen. Any incidents will be recorded in the Incident Book located in the kitchen. **Emergency Exits must be kept clear at all times.**

Notes

The key may be obtained from the keysafe outside the door. The Church Administrator will provide the current code.

Any problems encountered regarding the Hall should, in the first instance, be reported to the Church office. Tel: 01989 562175 email: administrator@rawchurch.org.uk

St Mary's PCC reserves the right to refuse any booking.

Health and Safety

Church Hall postcode: HR9 5RN

Emergency Exit

When the Hall is occupied the exit door must remain unlocked as this is a fire exit.

Fire

In the event of a Fire evacuate the Hall and ask a responsible person to lead those evacuated to safety; congregate outside the Church porch. In an emergency you must dial 999 and also contact the Church Office. Tel: 01989 562175

First Aid/Accident Book

A First Aid kit is kept in the Hall kitchen. Please feel free to use this for minor accidents. If you need to use the First Aid box you should also fill in the Accident Book kept with the First Aid box. Once the details are complete please return the tear off slip to the Church Office.

Equipment

Please report any damaged equipment to the Church office as soon as possible.

Animals

The Hirer shall ensure that no animals (including birds) except guide dogs are brought into the Hall, other than for a special event agreed by the Church Hall committee. **And no animals whatsoever are to enter the kitchen at any time.**