

## 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, 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 any way 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 here.

### Fire

- When the Hall is occupied the exit door must remain unlocked as this is a fire exit.
- Emergency Exits must be kept clear at all times.
- 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

- A First Aid box 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.
6. Neither the PCC, nor its trustees, representatives, employees, or agents may be held liable in any way for an occurrence in connection with the event which may result in injury, harm, loss or other damages to your organisation and guests, invited or not.
  7. The hirer is fully responsible for the general health and safety of those participating in any events they organise/arrange and shall take all reasonable steps to prevent injury, illness, loss or damage of any kind.
  8. The hirer is not covered by the church insurance and you should ensure you have appropriate cover.
  9. The PCC will not be held liable for any loss or damage to the hirer's property, equipment or effects.

10. In any activities involving children, young people or vulnerable adults, the hirer must comply with all current safeguarding legislation and government guidance. Additionally, you should ensure that you have your own safeguarding policies and procedures in place (copies of which are to be provided if requested) and ensure that all children, young people and vulnerable adults are protected at all times. Appropriate DBS checks should have been carried out as required. Neither the PCC nor its trustees, representatives, employees or agents accept responsibility for any failure to comply with these requirements.
11. The hirer is responsible for obtaining any permissions or licences that may be needed for their event.
12. The Hall is a non-smoking areas and the hirer must ensure compliance with this requirement and must ensure that all areas of the churchyard around the church building and church hall are kept clean if used by smokers.
13. 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. No animals, including guide dogs are to enter the kitchen at any time.
14. The PCC reserves the right to decline any booking.

### **Notes**

The key may be obtained from the keysafe outside the door and must be put back after the event. 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@rossparishes.uk](mailto:administrator@rossparishes.uk)

The current charge for use of the Hall is £10 per hour for all users.

*June 2022*

## **Health and Safety**

**Church Hall postcode: HR9 5RN**

**Emergency Exit**

### **Equipment**

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

### **Animals**