



St. Stephen's Parish Church
St. Stephen's Road
Hightown
L38 0BL

- *integral to community life*
- *welcoming and joyful in worship*
- *inspiring and loving in our ministry to children*

Hiring Conditions

- Organisations that use the Church Hall should be aware of the requirements for them to have and adhere to policies for the Protection of Children and Vulnerable Adults. Copies of the Church policies are shown on our website. Any queries regarding safeguarding please contact Revd. Keith Thornborough
- Hirers have access to the main hall, stage, kitchen and toilet areas. There is no access permitted to any of the side rooms without specific permission.
- Only very soft balls are allowed because of potential damage to ceiling and lighting.
- Hirers must not sell alcohol at an event without the prior written permission of the PCC to apply for a licence. Any applications must be addressed to the PCC Secretary:
Mrs Beryl Howard, 10 Riverside, Hightown, Liverpool L38 0BU 0151 929 3617
- Non-Church organisations **must** arrange insurance cover for their activity which should include cover for any food provided by a hired in caterer. The hirer may be asked to produce the insurance documents.
- Any portable electrical equipment, provided by the hirer, must have passed an up-to-date PAT test.
- The Parish Church reserves its rights at all times for priority use of the Hall and/or car park but will always endeavour to give adequate notice to regular users.
- Only assistance dogs are allowed into the building at any time.
- Bouncy castles can be erected on the grass adjacent to the hall subject to payment of an additional fee of £15 but are not under any circumstances allowed in the building.
- There are NO bookings from the Wednesday evening before Easter until Easter Day or during Sunday Morning worship.

For your Health and Safety

- Please familiarise yourself and the members of your organisation where the fire extinguishers are located and where the exits are (see diagram on notice board in the hall). The fire exits must NOT be obstructed at any time and are only to be used in an emergency, unless permission has been given to use them for large deliveries and/or collections.
- Please take care when moving chairs to or from the stage.
- We recommend that curtains over fire doors should, under normal circumstances, be kept open.
- The First Aid kit is located in the kitchen.
- The kitchen management diary is located on the worktop and caterers should leave their contact details together with details of food provided.
- Any accidents are to be logged in the Accident Book located in the kitchen and reported to the Church Warden on 0794 454 2110 Please put completed forms in one of the attached envelopes addressed to 'The Church Warden' and place in the Church letterbox.
- Children should be supervised at all times and are not allowed to play on the stage or be in the kitchen.
- The kitchen door can be unlocked from the inside using the key on a hook above the hatch between the main hall and the kitchen.
- Do not force the porch doors or handles. The main doors must always be unlocked when the hall is occupied. The kitchen door must always be unlocked when the hall is in use. The kitchen door must be locked, and the key replaced on the hook before leaving the hall through the porch door.

The care of the Hall

During your hiring could you ensure:

- Any furniture (chairs, tables etc) should be carried not dragged to and from their temporary location. All the chairs have had their plastic runners checked and replaced if necessary. Should a runner fall out please try to re-install it. If this is not possible, please don't use the chair, put it aside and affix a note advising us a runner needs replacement.
- Please attend to any spillages as they arise using a damp cloth. It is essential that we avoid using too much water on the floor. Do not use any cleaning liquids, only water.
- Please sweep the floor using the soft mop stored in the cleaning cupboard in the toilet area and deposit any waste in the kitchen bin. The vacuum cleaner must not be used on the hall floor.
- If paint or glue is used, please provide, and cover the floor with suitable sheeting.
- Do not use any loose glitter.
- Please leave the hall in a tidy condition. All chairs must be stacked neatly in stacks of 6. Ensure that, after use, all windows are closed and all lights, gas, electrical appliances and water taps are properly turned off before leaving the hall. Toilet areas should be left in the good order they were found.
- Please ensure that all equipment is stored away and that anything belonging to you, or your organisation is taken away. The PCC is not responsible for anything left behind. All foodstuffs must be removed from the kitchen and fridge otherwise it will be destroyed.
- All rubbish must be completely removed from the Church Hall and its surroundings.
The refundable security deposit of £10 will be forfeited if this condition is not adhered to.
- The hirer will be responsible for making good and/or paying for any damage occasioned to the Church Hall by persons using the Church Hall during the hire period.
- The Parochial Church Council will not be responsible for any loss or damage suffered by any person using the Church Hall and car park howsoever such loss or damage may be occasioned.
- The main heating system is programmed weekly to achieve a comfortable temperature between the times the hall has been booked which MUST include setting up and clearing away time. Any problems with the heating should be reported to a member of the hall committee whose details are on the notice board. Hall users must not make any adjustments to either the boiler or the programmer.
- The hot water for the hand wash basins is supplied by the same boiler as the heating and it does take some time to reach the taps.

Signed Booking, Hiring Conditions and risk assessment forms accompanied by the refundable security deposit (£10) and hire charge must be provided in advance of hall usage. Entry is by the keypad situated to the right of the porch doors. The number will be provided upon completion of forms and payments.

Cheques should be made payable to St. Stephen's PCC.

I have read the Hiring Conditions and accept them. I agree to abide by the conditions during the hire period.

Signed: _____

Date: _____

Name (please print): _____