



St. Peter's
F I L T O N

Hall Letting Agreement

Issue 1

Prepared (date)	May 2016
Adopted (date)	
Date to be reviewed	
Signed, PCC Chairman	



St. Peter's

F I L T O N

Contents

Letting Agreement with costings	Page 3
Hire Agreement	Page 9
Damages Report Form	Page 10
Accident Report Form	Page 11
Equipment Hire Agreement	Page 13



St. Peter's FILTON

Letting Agreement

History

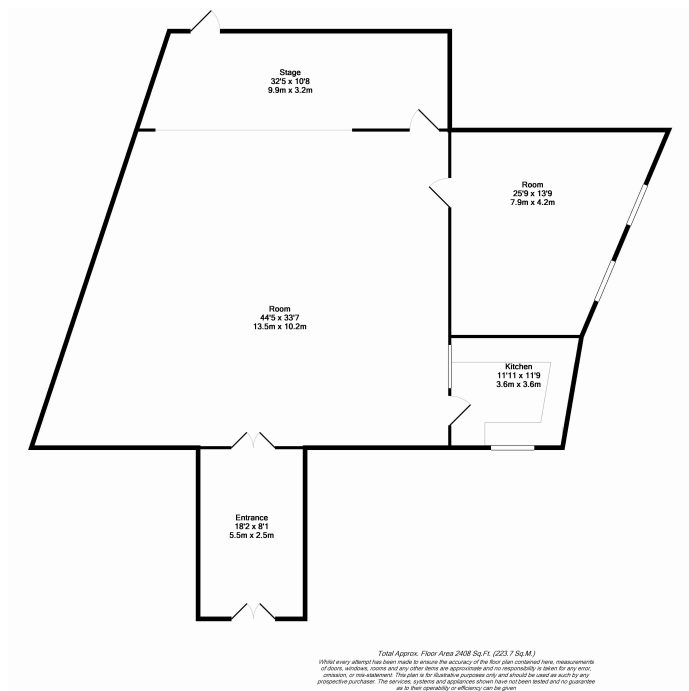
The Church Hall was opened on the 16th July 1955. Its original purpose was for public and Church use, as well as providing space for a Sunday School of 300 children. At the time it was said to be the finest hall in Gloucestershire.

The building of the hall was the first phase in the Enlargement Plan for St Peter's Church; for 6 months it was actually used as a temporary Church during the extension work on St Peter's itself.

The Church Hall measures 137m² with a smaller side room measuring 33m² and nowadays, in line with Health and Safety rules, can accommodate 100 people with tables or 250 people without tables.

The Church Hall is made up of the main hall, including a stage, the adjoining side room, a kitchen and toilet facilities. Users of the hall have access to the small St Peter's car park with additional on-road parking nearby.

For your convenience, please see the floor plan of the Hall.



Charges

Please refer to the following table for hire costs. Please note that a £50 refundable deposit will be charged in addition to these rates. This must be given in the form of a cheque, and given with the completed Hire Agreement, to the PCC representative on collection of the key. In the event of damage being caused to the hall or contents therein, or if the hall is left in an unacceptable state, the hirer will forfeit the deposit. Where this is necessary, the PCC will contact the hirer as soon as possible (namely within a 7 day period) to notify them of such a decision. If no action is to be taken, the cheque will be destroyed and no further contact made.

Day	Daytime rate/hour	Evening rate/hour	Set Rate (18:00 – 23:00)
Weekdays	£11	£14	£60

Day	Daytime rate/hour	Evening rate/hour	Set Rate (18:00 – 23:00)
Friday Saturday	£16	£24	£100

Day	Daytime rate/hour	Evening rate/hour	Set Rate (18:00-23:00)
Sunday	£15	£19	£85

If the Hirer wishes to cancel the booking, the PCC may, at its discretion, refund any fees paid, but is under no obligation to do so.

The PCC reserves the right to cancel the booking due to unforeseen circumstances. In the event of the PCC cancelling the booking, all fees/deposits paid by the Hirer shall be refunded.

Booking

All applications must be made in writing using the booking form provided on page 8.

The person signing this form will be considered the Hirer.

Security

Keys may be collected from a nominated key holder, to be agreed at the time of hire. Keys shall not be copied or given to any third party.

Any letting of the Hall will require the Hirer to be present for the duration of the letting period, unless by prior arrangement with the PCC. In this instance a responsible person is to be present at the beginning and end of the letting period on each occasion that a letting is to take place to ensure that all facilities are in order.

It is the Hirer's responsibility to ensure that all fire doors and windows are closed, all doors locked and all lights switched off at the end of the letting period.

Responsibility

During the period of hiring, the Hirer will be responsible for the supervision of the premises, and the contents, their care and safety from damage, however minimal.

The Hirer must leave the premises in a clean and tidy condition, properly locked and secured. The Hirer should restore all items to their original places immediately at the end of the letting.

Losses, breakages and damage, however slight, must be reported, and paid for in full. Should this not be complied with, the PCC reserves the right to make an additional charge, which may be deducted from the deposit paid. A copy of the Damage Report Form can be found in the Appendix of this Letting Agreement.

The Hirer shall also be responsible for the behaviour of all persons using the premises. We expect all users to conduct themselves in a reasonable and courteous manner whilst on the premises, and when leaving the premises.

Insurance

It is the responsibility of the Hirer to effect whatever insurance he/she requires to cover his/her liabilities. Insurance effected by the PCC does not extend to the Hirer's liabilities.

The PCC accepts no liability for accidents, injuries, damage and/or loss of personal property as a consequence of using the premises.

Health and Safety

The Hirer will be responsible for ensuring that Security, Fire, and Health and Safety requirements are met. Copies of these policies are available on request.

It is the responsibility of the Hirer to ensure the safe conduct of their activity during the period of hire.

All entrances and exits must be kept clear at all times and the number of people attending must not exceed the maximum number for the Hall. If you are seating your guests around tables, this number is 100. If you are not using tables, the number is 250.

Accidents occurring on the premises should be recorded on an Accident Report Form, a copy of which is in the Appendix of this document.

A First Aid box is available in the kitchen drawer. Please advise the PCC if you use anything so that it can be restocked.

Children must not be allowed to play on or climb on the stage.

Prior to using the Hall, it is the responsibility of the Hirer to ensure that the two bollards in the area outside the Church Hall are in the raised position to prevent cars passing the door whilst the hall is in use. If not, please call the Booking Secretary on 01179 698471 or the Rector on 0117 931 2808.

Fire

On entering the hall, prior to the event, you must familiarise yourself with:

- the Church Hall Fire Policy,
- the location of the fire exits,
- the location and instructions of how to use the fire safety equipment
- the location of the First Aid Kits.

Fire exits are: the main doors and the double doors to the left of the stage.
Do not obscure these exits at any time.

Fire extinguishers can be found in the main hall, the St Peter's room and the kitchen. There is also a fire blanket and First Aid Kit in the kitchen. Please familiarise yourself with their location at the start of your letting.

In the event of a fire, the Hirer is responsible for ensuring that all users are safely evacuated from the building in a calm and controlled manner. Hall users should congregate by the Notice Board at the bottom of the church yard.

Please pay particular attention to children and guests with limited mobility within your group.

As soon as you are in a safe position, call 999 for the Fire Brigade.

Do not attempt to tackle any fire unless it is safe to do so.

A regular fire safety inspection is carried out by the Hall Letting Committee, Church Warden or Rector.

Please note that in the interests of fire prevention, all portable electrical equipment brought into the Hall should be checked before use. DO not use any items with worn or frayed cables. Do not "daisy chain" extension leads.

Safeguarding

It is the responsibility of the Hirer to ensure that, where activities are provided for children, a Child Protection Policy is in place and that all adults on the premises are aware of the Policy. The Hirer confirms that, where necessary, relevant security checks have been carried out for all helpers. The Hirer will be given a copy of the Church's Safeguarding Policy, a copy of which will be given to the Hirer, and a copy kept in the Safeguarding file.

Kitchen

You are welcome to use all items of equipment and crockery in the kitchen. The Hirer will ensure that all items are left clean and tidied away at the end of the letting.

Breakages must be reported immediately in writing.

Children must be kept out of the kitchen unless by prior arrangement with the PCC. In this instance they must be accompanied by a responsible adult at all times and closely supervised.

Any food prepared is done so at the Hirer's risk. Food preparation should follow the standards set out on the HSA website.

Disabled Access

The Hall is wheelchair accessible and there is a disabled toilet.

Smoking

The entire premises and grounds are a No Smoking Zone.

Legal Requirements

Alcohol cannot be sold in the building.

Should the Hirer wish to bring drinks onto the premises for private and moderate consumption, written notice of this is to be provided at the time of booking.

The Hirer must comply with any legal requirement concerning music, singing and dancing licences, theatre licenses and copyright. The Hirer shall be fully responsible for obtaining such licences. Prior approval should also be sought from the PCC.

Exclusions

The Hirer shall not allow the premises to be used for any unlawful purpose or in any unlawful way.

We reserve the right to deny hire of the hall to any group or individual who actively contradicts the core values of the Church of England. Specifically this would include, though is not limited to, discriminatory behaviour of any kind to any race, religion, gender or sexuality.

The Hirer shall not sub-hire the premises.

The Hirer must not do, or omit to do, anything that could cause any insurance policy on or in relation to the Premises to become wholly or partly void.

Compliance

Failure to comply with any of the terms of this Letting Agreement, whether intentionally or unintentionally, may be deemed by the PCC as just cause for immediate cancellation of any letting and may result in the forfeiture of the entire deposit.



St. Peter's F I L T O N

Hire Agreement

Name ("The Hirer")	Name of Organisation
Address	Telephone Number
	E-mail
Purpose of Hire (<i>including number of people attending</i>)	
Date of Hire	Time of Hire
Deposit	Total Charge

Declaration

The individual and /or organisation detailed above accepts the terms and conditions of hire as set out in the Letting Agreement

The Hirer accepts full responsibility for ensuring that an appropriate Child Protection Prodecure is in place and is observed by all persons on the premises involved with children and young people under the age of 18 for the duration of the event for which the premises have been hired

Signed Date
The Hirer

Print Name

Signed Date
PCC Representative

Print Name



St. Peter's
F I L T O N

Property Damage Report Form

Name	
Address	
Telephone Number	

Date of incident	
Time of incident	

Please provide details of damage caused	
---	--

Please state fully how the incident occurred	
--	--

Name, address and phone number of witness, if available	
---	--

If an injury was caused during the damage to property, please fill in an Accident Report Form.

Signed Date



St. Peter's
F I L T O N

Accident Report Form

Name of person filling in this form	
Address	
Telephone Number	

Date of incident	
Time of incident	

Name of injured person	
Address	
Telephone number	

Please state fully how the incident occurred	
--	--

Details of injury sustained	
-----------------------------	--

Details of how the injury was treated	
---------------------------------------	--

Was the injured person treated by paramedics/doctor/nurse/first aider. Please give details, name and address where appropriate	
--	--

Name, address and phone number of witness (if available)	
--	--

Signed Name.....

Date



St. Peter's F I L T O N

Equipment Letting Agreement

The Hirer and the Parochial Church Council of St Peter's (PCC) hereby agree as follows:

- **Hire Agreement and Hire Fees** The PCC agrees to rent the equipment named on this form to the hirer at a rate of £25 for each session, plus a refundable deposit of £75. The hirer agrees to pay all hire fees, including the deposit, in full, prior to taking possession of the equipment.
- **Definition of Hire Period** For the purpose of this agreement, a hire period shall be for the duration of the hall hire, plus one hour.
- **Return of Equipment** The Hirer agrees to return the equipment before or by the return times listed. The Hirer agrees that if the equipment is returned later than the time specified, extra rental payment may be required to cover further costs.
- **Responsibilities of the Hirer** The Hirer agrees to be financially responsible for all theft or damage that may occur to the equipment. In the event of theft or damage, the Hirer's damage deposit shall be credited towards the cost of replacement or repair of the equipment. Failure to compensate the PCC for theft or damage to the equipment or failure to return the equipment in the same working condition as it was rented to the Hirer shall constitute a breach of this agreement. Such a breach may lead to legal action being taken against the Hirer.
- **Location of Hire** The equipment should not be used outside of the Church Hall unless by prior agreement of the Rector or PCC Secretary

Item	Date of Hire	Time Hire period begins	Time Hire period ends

Signed (Hirer) Date

Signed (on behalf of PCC) Date

Please note that all items available to hire as outlined above are security marked and registered with Avon and Somerset Police Constabulary