

ST. PETER'S CHURCH, SOUTH SHOEBURY  
CHURCH HALL HIRE DOCUMENTATION



10. Hinguar Street, Shoeburyness, SS3 9AN

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# ST PETER'S HALL MANAGEMENT COMMITTEE

## INFORMATION AND CONDITIONS OF USE

### Collection of key

To be collected from Mrs. Janet Rose or .....

at .....

On..... at ..... p.m.

Please return the key **as soon as possible** after the event.

If no member of the household is at home when you return the key please put the key through the letter-box at 85, Gunners Road.

### Charges

A refundable deposit of £ ..... in cash is payable. This will be refunded subject to no damage or breakages.

The charge is £ ..... per hour.

A total of £ ..... is now due. Payment should be made when the completed booking form is returned to **Janet Rose at 85, Gunners Road, Shoeburyness. Tel. No. 292750.**

We would prefer cash although a cheque made payable to: -

“The PCC of the Parish of South Shoebury” may be negotiated.

### Facilities

The Hirer has full use of all the facilities including crockery and cutlery;

Please read Terms and Conditions overleaf.

If additional chairs are required, then these may be found in the small committee room. There tables in the Hall, which can be used and any extra which may be needed can be found in Cupboard. These must be returned after use.

## Terms & Conditions of Hire.

1. The building and its environs are the sole property of the Parochial Church Council of the Parish of South Shoebury (P.C.C.) and are not community facilities. Unless specifically stated in separate agreement the hire is for the use of the hall, kitchen, toilets and access and not for any other part or facility of the site.
  - 1.1. The car parking facility is for the exclusive use of hall users during the time of the letting.
  - 1.2. Storage, temporary or permanent, internal or external, must be agreed with the church officers before being set up. The P.C.C. reserves the right to instruct unauthorised items to be removed or to have them removed given due warning and at the hirer's cost.
  - 1.3. Other areas may be used if available with the verbal or written agreement of church officers but not as a permanent letting without specific contract agreed by the P.C.C..
  - 1.4. The P.C.C. reserves the right to refuse access or to cancel lettings at 24 hours notice
2. The Hirer is responsible for any breakages or damage caused to the building or its environs or any equipment therein or attached thereto, either caused by the Hirer or any person authorised by the Hirer to be in or at the Hall.
  - 2.1. Incident and Damage Reporting
    - 2.1.1. Any incident resulting in damage to church property must be entered in the Incident Report Log Book. This includes any defect or damage not caused by a specific incident or by normal usage.
  - 2.2. Nothing is to be attached to the walls either by additional hooks or by glue based attachments. There are hooks in strategic places around the Hall for decorations.
  - 2.3. There is to be NO SMOKING anywhere in the building at any time.
  - 2.4. No alcoholic refreshments are to be offered for sale in any guise on the premises.
3. The Hirer is responsible for the health and safety of any person or equipment brought into the Hall by or for the purposes of the activities to be conducted by the Hirer. These responsibilities include:
  - 3.1. Appropriate insurance and liability cover.
  - 3.2. Legal certification where required. e.g. CRB certification.
  - 3.3. The kitchen may not be used either as a changing room or cloakroom. It is for food and drink preparation only.
  - 3.4. Any accident resulting in personal injury or which could have resulted in injury must be entered in the Accident Report Log Book.
4. It may be occasionally necessary for church officers, e.g. Churchwardens, members of the PCC or workmen etc. to be on the premises and use the access to the premises at the same time as a let to carry out maintenance or some other necessary purposes. Where possible 24 hours notice will be given.
5. The Hirer is responsible for leaving the whole area in a clean and tidy condition. Cleaning equipment can be found in cupboard N<sup>o</sup> 1 the key to which can be found in the kitchen cupboard next to the water heater. All rubbish must be put in the green wheelie bin, which is outside the church.
6. The Hall must be normally be vacated by 9 p.m. Please ensure that the Hall is made secure before you leave, locking all doors and closing all windows.

## TERMS & CONDITIONS ACCEPTANCE

### FOR THE HIRE OF ST. PETER'S CHURCH HALL

I have read and understood the Terms and Conditions for the hire of St. Peter's Church Hall, Hinguar Street, Shoeburyness, and accept them and my responsibilities within them.

Name: \_\_\_\_\_

Representing: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

To be completed and handed to Mrs. Janet Rose on receipt of the keys.

 **Heating:**

- The hall is heated by a combination of ceiling hot boxes with fans and thermostats. The thermostats control whether or not the fans are activated and for how long. They are NOT independent.
- Turning off the fans manually means that the heating is turned **off** and no amount of thermostat adjustment will make any difference to the temperature.
- As far as possible the hall is kept at a recommended temperature of 19° C. with timed switching for regular hirers. Should there be a specific problem then a request to the Hall Manager or the Churchwarden should be made.

 **Power Sockets:**

- All power sockets have child guards. These **must not** be removed unless an adult is using the socket and **must** be replaced after use.
- Power sockets **must** be switched off when leaving the hall irrespective of child guards being present.

 **Accidents & Incidents:**

- ANY accident involving personal injury or potential injury and/or any incident involving damage to church property must be entered in the Accident Report Log provided. Failure to do so may result in a claim against the hirer.

 **Clothing and Property:**

- The church is not responsible for children's clothing, shoes boots, push-chairs and other equipment left in the hall or in the entrance hall. Property not removed will be removed to a lost property area and if suitable be given to charity shops without recourse to specific warnings. Other property will be disposed of.

 **Smoking:**

- Smoking on the premises is strictly forbidden by current law and this includes smoking in the reception area immediately outside the entrance hall.
- By the same token discarding cigarette ends outside the entrance hall is not acceptable and hirers of the hall have a responsibility to prevent this where possible and clear up where the problem has occurred.

 **Notice & Pictures:**

- Hiring terms and conditions clearly state that **no** notices or pictures may be affixed to the walls of the hall using any method including 'Blue Tack' or similar glue products.

## DAMAGE OR DEFECT REPORT

INCIDENT NO. (OFFICE ONLY)

DATE:

**Notifier Name:**

Address (or Contact Group):

Telephone:

Mobile:

Type of Problem: **Damage** or **Defect** *(Please circle)*

Reported to:

### NATURE OF PROBLEM

**Problem Reported:**

Hall or Church Area: **Hall Kitchen Toilets Entranceway Church** *(Please circle)*

### MAINTENANCE OR CORRECTION DETAILS (OFFICE USE)

Status after Inspection and/or maintenance:

*(Please circle)* **Complete/ Incomplete/ Pending spares/ Under Observation/ Working solution provided**

Defects found on inspection:

**Events: ( Date & Time)**

Correction Date:

Expected Correction Date:

Name :

Email:

Phone:

Signature: