

# ST. PAUL'S CHURCH, WOKING

## Conditions for Hiring the Community Hall

### Letting Policy

It is the policy at St. Paul's Church, Woking ("St Paul's Church") to encourage the use of its facilities, notably the Community Hall, by a wide variety of members of the local community. Both regular and one off bookings are welcomed although, as the buildings are part of a centre for Christian worship, lettings will only be made to organisations whose aims and values are not contrary to the spiritual mission of St Paul's Church.

Even where a regular booking is made, there may be occasions when a St Paul's Church function may need to claim preferential use of the Community Hall. On these occasions, any regular bookings will be given as much notice as possible and an alternative time or date will be offered.

St Paul's Church does not employ a caretaker and volunteers from St Paul's Church maintain the building. For opening and closing, the telephone number of the Premises Manager is displayed on the hall hire notice board in the long corridor and on the notice board in the entrance area. The conditions placed upon the hire of the Community Hall are made to ensure the safety of those hiring them and to keep the facilities in good order. We hope that Hirers will understand the need for these conditions and will not find them unreasonable.

The Hirer, as identified in the Booking Form, must ensure that these Conditions are drawn to the attention of his guests, and that all of his guests comply with them as appropriate. The Hirer shall indemnify St Paul's Church against any damages, liabilities, costs, or losses arising out of the Hirer's and his guests' use or misuse of the Community Hall.

### Availability of the Community Hall

The Community Hall is generally available for hire, unless by special arrangement, from

Monday – Saturday	09.00 hours – 23.00 hours (9.00 am - 11.00 p.m.)
Sundays	14.00 hours – 17.00 hours (2.00 pm – 5.00 pm)

### Deposit

The Hirer must pay a deposit of £100, in addition to the hiring charge. **The hirer must pay the deposit at least two weeks prior to the date of the hire. Regular hirers are required to pay invoices at the beginning of each month.** The deposit will be banked on receipt. The current hiring charge is set out at the end of these Conditions. The hiring charge is subject to change annually from the 1<sup>st</sup> January. The deposit will be refunded if all areas used are left clean, tidy and in good order, the heating is switched off and all conditions have been met.

### Premises

The Hirer shall ensure that he and his guests shall comply with the following:

- i. Smoking is not permitted anywhere in the Community Hall, in any of the buildings or in the Courtyard.
- ii. The consumption of alcohol is only permitted on site with the **prior** agreement of the Hall and Communications Manager (after consultation with the Churchwardens). If required, permission must be sought at the time of booking. The sale of alcohol is prohibited as the Community Hall is not licensed.

- iii. Access to the Community Hall is restricted to the hire period. Any time necessary for setting up and clearing away must be taken into account when making the booking and included in the hire period.
- iv. Only those sections of the Community Hall included in the booking, as set out on the Booking Form, may be used; no other rooms, except for toilets, may be used.
- v. Toilets must be left in a clean condition.
- vi. The kitchen is available for the making of drinks and the serving of food only to those who have hired it and must be left in a clean condition. The dishwasher, microwave and water boiler **may not** be used by the Hirer of the Community Hall or his guests.
- vii. **If the kitchen is hired and food served, the kitchen diary must be completed.**
- viii. Tea-towels are not provided. Please bring your own.
- ix. No food may be left in the kitchen, fridge or freezer.
  - x. All rubbish must be removed from the Community Hall and must be removed from St Paul's Church premises.
  - xi. Cleaning materials are provided in the marked cleaning cupboard, which is situated in the corridor by the men's toilet. The key is hung to right of the door frame. All sections of the Community Hall used by the Hirer or his guests must be left in a clean and tidy condition.
  - xii. The Hirer must ensure that all lights and heaters are switched off before leaving.
  - xiii. Furniture must be left as found. Chairs must be stacked no more than 4 high, according to the red and green colour code as marked on the chair legs.
  - xiv. The Hirer and his guests shall not pin or stick anything to the walls. If you wish to display anything, please discuss your requirements with the Hall and Communications Manager when making the booking.
  - xv. The fire exits to the North (key in marked safety box) and East (single door near male toilets) may be used **ONLY IN AN EMERGENCY**.

## Safety

St. Paul's Church does not accept any responsibility for any injury or damage to or loss of property belonging to the Hirer or his guests whilst using the facilities or car park. It is the Hirer's responsibility to ensure that this has been considered and appropriate insurance cover is obtained.

The Hirer is responsible for ensuring the facilities, including the Community Hall, are kept secure and free from intruders during the hire period.

The Hirer is responsible for providing someone to act as "First Aider". The Hirer is reminded that they are responsible for any accident or injury arising out of the activity for which they have booked the Community Hall. It is the responsibility of the Hirer to ensure that the Community Hall and ancillary facilities are safe for the purposes for which they intend to use them.

The Hirer of the Community Hall is required to provide complete details of any accident or incident occurring during their occupation of the premises, which did or could give rise to injury, as soon as possible after the accident or incident, but in any case before the premises are vacated by the Hirer at the end of the hire period.

A book is provided for this purpose and this is located in a marked drawer in the kitchen.

The following information must be recorded:

- i) Name, address and telephone number of person(s) injured
- ii) Exact time and place of the accident or incident
- iii) Detailed description of the accident or incident, including a description of any apparatus or equipment involved
- iv) Name, address and telephone number of any witness(es) to the accident or incident

v) Signed witness statements must be obtained if possible  
The Hirer must notify, in the first instance, Mrs Margaret Staunton-Lambert on 01483 772 081 during office hours or 07941 725322 out of office hours. If she is unavailable, the Vicars are to be contacted on 01483 755 026 as soon as possible after the accident or incident, but in any event, within 24 hours. Any apparatus or equipment involved must be retained for inspection.'

## Fire Safety

The Hirer must familiarise himself with the fire procedures prior to using the Community Hall. Fire equipment and fire alarms must only be used in an emergency. They must not otherwise be removed or tampered with. A reasonable charge will be made for misuse.

The Hirer is responsible for ensuring that the sections of the Community Hall they have booked are not overcrowded. The Hall and Communications Manager will advise on permitted numbers.

In view of the potential fire hazard, the doorways and corridors must not be obstructed.

The Hirer for each booking is responsible for the Fire Safety during the period of hire. He/she will be shown the fire exits and is responsible for ensuring his guests know where the exits are and how to exit the buildings and where to congregate in the case of an emergency. (Please refer to attached sheet)

## Children and vulnerable adults

The Hirer is responsible for the protection of children and vulnerable adults at all times. If the Hirer's guests include children less than 18 years of age, a booklet 'Children Safeguarding Summary' will be provided by the Hall and Communications Manager. The Hirer hereby undertakes to abide by the Diocesan Safeguarding Children's' Policy (and will be required to confirm this in writing) or submit their own policy for approval.

Children under 16 years old must not enter the kitchen.

## General

- (a) **The Hirer must be present during the entire hire period.**
- (b) **The Hirer must ensure that guests only use the facilities hired.**
- (c) The Hirer must be over 18 years old. Parties for under 18's must be supervised by an appropriate number of responsible adults.
- (d) **The Hirer is responsible for the behaviour of all guests, including children. Respect must be shown to other users of the Community Hall at all times.**
- (e) Any requests to use table, chairs or other equipment must be made to the Hall Hire Manager at the time a booking is made. Requests made on the day of the hire for extra equipment and furniture to be made available will not be accepted.
- (f) Particular attention is drawn to the need for consideration to be shown to those living in the area around the church, especially when leaving the building late at night. The Hirer agrees that:
  - i) Music shall stop promptly at or before 23.00 hours (11.00pm)
  - ii) Guests shall have left the premises by 23.15 hours (11.15 pm) and shall leave quietly (neighbours may already be sleeping).
  - iii) A maximum of 6 people may stay until midnight, at the latest, in order to tidy up and leave the premises in a clean and tidy state. During this time, music shall not be played and those people shall leave as quietly as possible to avoid disturbing the neighbours.

- (g) Additional parking, should it be required, is available for hall Hirers on weekday evenings and throughout the weekend, free of charge, behind the James Walker building on the opposite side of the road. If required, please enquire about this at the time of hire.
- (h) The Hirer shall ensure that his guests are specifically asked not to park in the residential areas on either side of St Paul's Church.
- (i) When bookings are cancelled with less than two weeks' written notice of the hire date, the Hirer may still be charged for the hire. This is at the discretion of the Hall and Communications Manager in consultation with the Churchwardens.
- (i) St. Paul's Church reserves the right to refuse or cancel any booking without giving a reason.
- (j) St Paul's Church shall not be liable for any loss or damage, of whatsoever nature and howsoever arising out of or in connection with the Hirer's or his guests' use of the Community Hall or unavailability of the Community Hall.
- (k) The Hirer has the obligation to seek permission to bring electrical equipment on site and to ensure that each item is PAT tested. Neither smoke machines nor electric heaters are allowed.
- (l) The use of Church cups, crockery, and cutlery is not allowed.
- (m) The dividing doors between Maybury 1 and Maybury 2 must not be moved. If the Hirer requires them to be moved, this must be discussed with the Hall Letting Manager at the time of booking.
- (n) If the Hirer is the sole user of the halls he is responsible for the security of the premises and if the Hirer is a key holder, he is responsible for locking up when leaving the premises.

**A signature on the Booking Form constitutes acceptance of all the above Conditions.**

### **Charges**

Details concerning hiring the Community Hall(s), including hall hire charges, can be found in the St. Paul's Community Hall Hire Policy – Summary document (see appendix A).

### **Bookings**

For further information and/or booking enquiries, please contact the Hall and Communications Manager, Mrs Ros Banks, at the address below.

**Full payment and a completed Booking Form, returned to the Hall and Communications Manager Mrs Ros Banks, are required to secure a booking.**

## **Emergency Plan for Temporary Responsible Person**

As the responsible person, you, the hall hirer, have legal duties with regards to the safety of those persons assisting or attending the event.

### **Before the event, you should be aware of:**

- what fire protection systems are present
- how a fire will be detected
- how people will be warned if there is a fire
- what staff should do if they discover a fire
- how the evacuation of the premises should be carried out
- where people should assemble after they have left the premises and procedures for checking whether the premises have been vacated
- identification of key escape routes and exits, how people can gain access to them and escape to the car park at the front of the church.
- arrangements for fighting fire
- specific arrangements, if any, for high risk areas
- how the fire and rescue services and any other necessary services will be called
- procedure for meeting the fire and rescue services on their arrival and notifying them of any special risks e.g. location of any highly flammable materials
- what instruction helpers or employees need and the arrangements for ensuring that this training is given
- limitation on numbers of people
- exit doors which are required to be in the open position are secure
- checking that all escape routes are clear of obstructions and combustibles

### **Before the event, you should decide:**

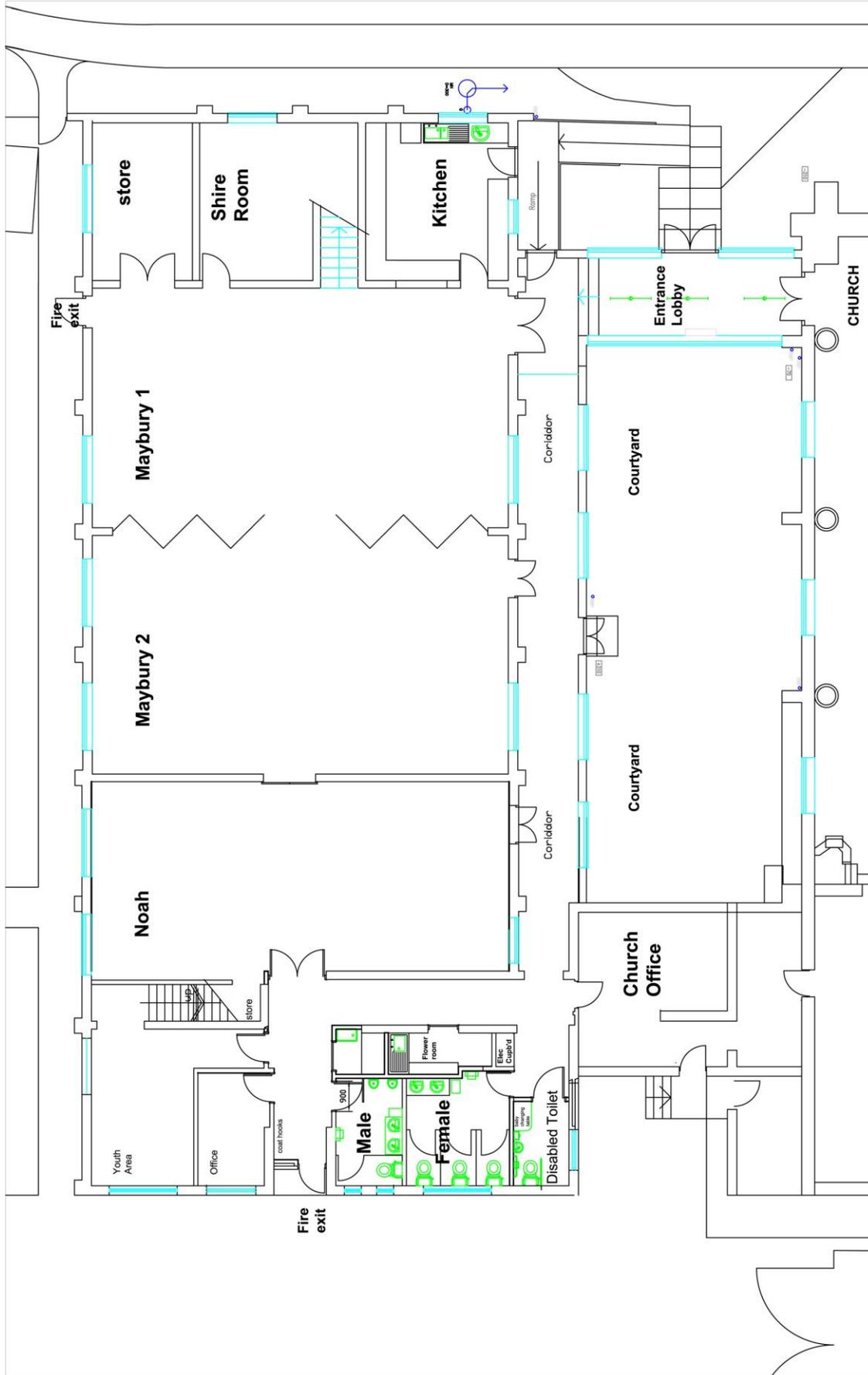
- the arrangements for fighting fire
- the arrangements for means of escape for disabled persons
- the duties and identity of staff who have specific responsibilities if there is a fire
- the arrangements for the safe evacuation of people identified as being especially at risk such as contractors, those with disabilities and children
- how you will proceed if life safety systems are out of order e.g. fire detection and alarm systems
- who will be responsible for calling the fire and rescue services and any other necessary services
- who will meet the fire and rescue services on their arrival and notify them of any special risks e.g. location of highly flammable materials
- your plans to deal with people once they have left the premises e.g. children

**At the start of the event, you should notify all those present about:**

- the no smoking policy
- the emergency warning signal which will be agreed by hall hirer
- who is supervising and how to identify them
- location of exits and escape routes
- taking only valuables immediately to hand but not to go and collect other belongings
- the location of muster points
- what will happen after that e.g. re-entry to the building

**During the event, you should ensure that:**

- escape routes and exits do not become blocked
- no smoking policy is adhered to
- no naked flames are started unless authorised e.g. candles
- where naked flames are present that combustible materials are kept clear
- rooms do not become overcrowded
- noise levels cannot drown out the fire alarm
- if necessary, the number of persons in the premises is limited or controlled



Scale 1:50  
Date 28 Jan '11  
Drawn ft

**St Paul's Community Halls**

Drg No. 07/ISPC/14

is to  
love and  
people

St Pauls CoE Church,  
Oriental Road,  
Woking,  
Surrey.

## St. Paul's Community Hall Hire Policy – Summary

### 1. Rates for 2016

The Hall is divided into three sections. Bookings can be accepted for one, two or three sections. Charges, **effective from 1 January 2016**, to be:

<b>Community Hall Rooms for Hire</b>	<b>Rates per hour (to include time for hirer to (i) set up and (ii) tidy &amp; clean)</b>
1 Section	£16.00
2 Sections	£30.00
3 Sections	£42.00
Shier Room	£8.00
Kitchen	Hall hire up to and including 3 hours: £5.00 total Hall hire more than 3 hours: £10.00 total If the cookers are used, these charges will be doubled.

Bookings are for a minimum of 1 hour.

Hall letting conditions and charges will be reviewed annually.

Price increases will usually take effect from 1 January

Preferential rates and discounts to regular hirers and not-for-profit organisations whose purpose is service to the community of Maybury may be available. Please ask for more details.

2. A deposit is required for bookings. This will be banked.
3. Full payment and deposit to be paid at least two weeks before the hire.
4. All rubbish must be taken away from the premises by hall hirers.
5. No alcohol permitted to be used by hall hirers without written permission from the Churchwardens. Application to be made at time of initial inquiry.
6. The hall is available for wide community usage, including Christian Church and ministry, charitable activities, children's events, leisure and fitness activities and music and dance.
7. Christian spiritual activities and other spiritual activities that fall within the ethos of the church are welcome.
8. Priority Users  
 The following priority will be used when considering hall hire:
 

(i) Church activities	(iv) Other charities
(ii) Local charity activities	(v) General hire
(iii) Local community activities	
9. Please contact us on 01483 772 081 or [admin@stpaulswoking.org.uk](mailto:admin@stpaulswoking.org.uk) for hall booking enquiries.
10. The contact numbers for any matters arising at the time of hall hire are displayed in the hall entrance way. Initial Contact is Tendai Busangabanye: 07950 522 174 followed by the Premises Manager: 07776 414 063

## Booking Form for the hire of the St. Paul's Community Hall

**St. Paul's Church, Oriental Road, Woking, Surrey. GU22 7BD**

Name of Hirer.....  
**Must be present at event**

Address.....  
 .....

Telephone No.....

Email address.....

Name of organisation or event.....

Purpose of Hire .....

Number of people over 18's attending.....Number of under 18's attending .....

Date hall is required.....

Time required from.....am / pm until .....am / pm  
**(Please remember to include time for both setting up and clearing away)**

- |                     |                |                          |
|---------------------|----------------|--------------------------|
| Section(s) required | MAYBURY 1      | <input type="checkbox"/> |
|                     | MAYBURY 2      | <input type="checkbox"/> |
|                     | NOAH           | <input type="checkbox"/> |
|                     | SHIER ROOM     | <input type="checkbox"/> |
|                     | USE OF KITCHEN | <input type="checkbox"/> |

**Equipment required:** Tables - How many? ..... Large ..... Small .....  
 Chairs..... Car park..... Number of cars expected.....

**AMOUNT DUE Please see page 8 of conditions for the rates**

\_\_\_\_\_ Hours @ £ \_\_\_\_\_ per hour =

Use of kitchen =

Deposit (£100) =

TOTAL

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 =====

**HOW TO PAY**

Payment by BACS transfer into the following account:

Name: **St. Paul's Church, Woking.** Number: **00016775** Sort Code: **40-52-40**

Please use reference of Hall Hire with a date (i.e. Hall Hire 151021) (continued overleaf)

Payment can also be made by cheque. Cheques should be payable to St Paul's Church Woking.  
 Please note that in the event of payment being by cheque no hiring can take place until the cheque has been cleared by the Church's bank (this can take up to 10 days).

**Hirer's Bank Details** (cashed deposits will be refunded by BACS Transfer into your account):

Account Name: .....

Account Number: .....

Sort Code: ..... **Please print**

Details concerning access to the premises at the start of the hire period and closing down at the end of the hire period should have been discussed with you, the Hirer, at the time of booking. However, if there are any issues arising with regard to access, closing down or other matters during the hire, then please contact:

Mr. Tendai Busangabanye – 07950 522 174 or Premises Manager 07776 414 063

**Please retain this information and return just the 2 pages of the booking form**  
 to Mrs Ros Banks, St. Paul's Church, Oriental Road, Woking. GU22 7BD

**Full payment and a completed Booking Form are required to secure a booking.**

**I have read and accept the Conditions for Hiring the Community Hall, the Community Hall Hire Policy – Summary, emergency plan and 'Safeguarding Summary' (if appropriate). I agree to abide by the conditions of hire and enclose the full hiring fee, plus deposit of £100.**

Signature of Hirer ..... Date.....

For St Paul's use only		
Check List	Details	Initial When Completed
<b>Before Hall Hire</b>		
T&Cs issued / Invoice no		
Safeguarding Guide lines		
Deposit paid		
Hall Hire Fee paid		
Opening/closing time		
Tables/chairs/kitchen needed?		
Car park needed?		
<b>After Hall Hire</b>		
Deposit refunded		
If kitchen hired, food diary completed?		