

AGREEMENT FOR ONE-OFF (CASUAL) HIRING OF SPACE IN ST MICHAEL & ALL ANGELS LONDON FIELDS CHURCH HALL

Date of Agreement	20
Parties:	The Parochial Church Council of St Michael & All Angels London Fields
(1) The PCC	
(2) The Hirer	Name:
Hirer's contact details:	Address:
	Telephone: Landline
	Mobile:
	E-mail address:
Contact number for the PCC:	07985 585365
Agreed Hire Period:	Day/date: 20
	Hours: from until , inclusive of setting up and clearing up
Space to be hired: (delete whichever does not apply)	Main Hall Small Meeting Room with use of WC and kitchen facilities
Purpose of Hiring:	
Hire Charge:	£
Deposit:	£

The Parties agree to the Hiring described above and that the Hiring incorporates the attached Conditions of Hire, and the PCC confirms receipt of the Hire Charge by bank transfer and the Deposit in cash.

The Hirer or their representative confirms that before signing this Agreement s/he has read and accepts the attached Conditions of Hire.

Signed on behalf of the PCC:	
Signed by or on behalf of the Hirer:	Hirer:
	Representative (if any):
	Capacity:

For completion at the end of the hiring: I confirm receipt of £ returned deposit.

Signed by: (*print name*) (*signature*)

Dated:20...

Notes:

The hall is currently available from 9am till 9.30pm (7pm for social events), except that it is not available:

- when it is being used by our current regular users, as listed on St Michael & All Angels' website via the link accessible at <http://www.stmichaelslondonfields.org.uk/community-space-links/>, including after 4.45pm on Sundays between 1 January and 31 March, when a Winter Nightshelter is run
- during our Christmas Fete (last Saturday in November) or the week before it.

The PCC reserves the right not to accept any request for a booking.

The following **Conditions of Hire** apply:

1. The maximum number of people permitted in the **Main Hall** is **180**, and the maximum number of people permitted in the **Meeting Room** is **15**. The hirer must not exceed either limit at any time.
2. Smoking is prohibited in the Space the subject of the Hiring ('the Space') or anywhere on the buildings of which it forms part ('the Building').
3. No part of the Building is licensed for public performances, public dances, public discotheques or the sale of alcohol. The PCC does not have a licence for performance of any work in which copyright subsists (including, in particular, any work in respect of which the copyright is vested in Performing Right Society Limited, Mechanical-Copyright Protection Society Limited, PRS for Music Limited or Phonographic Performance Limited), and accordingly the Hirer shall not perform any such work or allow it to be performed in the Space without having obtained permission for such performance from the copyright owner. The consumption of alcohol, and the playing of amplified music on anything louder than a portable CD/cassette player, are prohibited in the Building, or on church land outside the Building, including the entrance areas, garden and car parking area.
4. The Hirer must ensure that the sound level from all activities in the course of the Hiring is kept low enough not to disturb any neighbours, including (without limitation) people in the neighbouring house (94 Lavender Grove), or the flat above the Hall entrance (96 Lavender Grove).
5. Guests must not disturb people in the neighbouring house, or the flat above, especially when standing outside the Hall or leaving it.
6. The Hirer does not have access to parts of the Building that have not been booked.
7. All Hirings must finish by 9.30pm, or 7pm for Social Events, inclusive of enough time for cleaning up.
8. The Hire Period must include adequate time for setting up beforehand and clearing up afterwards. The Hirer may not enter the Space before the beginning of the Hire Period.
9. At the time of booking, all Hirings must be accompanied by a cash Deposit of the same amount as the Hire Charge. The Deposit is security for performance of the Hirer's obligations under these Conditions, including (without limitation) its duties to look after the Space, the Building and the PCC's property in them; to leave them on time and in as clean and tidy a condition as they were when the agreed Hire Period began; and to pay any sum or sums due under Condition 31.
10. No hiring is firm until payment is made of the Hire Charge and the Deposit in full.
11. Payment of the Hire Charge must be made either (1) in cash; or (2) by bank transfer to:
 - (a) Bank: NatWest plc, Amhurst Road Branch, PO Box 8030, 20 Amhurst Road, London E8 1QZ
 - (b) Sort code: 60-09-23
 - (c) Account name: St Michael London Fields PCC
 - (d) Account number: 02628260.
12. The PCC reserves the right in exceptional circumstances to cancel a booking. In that event the PCC will offer an alternative booking time. If this is unacceptable, the Hire Charge and the Deposit will be refunded in full.
13. Representatives of the PCC are entitled to access to all parts of the Space at all times during the Hiring without notice.
14. The Hirer is responsible for supervision and security of the Space, protection of the fabric and contents from damage and the behaviour of all persons using the Space with their permission, including proper supervision of car parking arrangements so as to avoid obstruction of the highway.
15. The Hirer must ensure the proper and safe supervision of children in the course of the Hiring, including and especially outside the Building and the Hall doors, in the car parking area, and also on the streets outside the premises. Children under 16 are not allowed onto the stage area except as part of an organised and supervised activity under the direct supervision of at least one adult who accepts responsibility for their safety. Children under 12 are not allowed in the kitchen at any time; those aged 12 or over are only allowed there under the direct supervision of a responsible adult. Children are not permitted to play in the car parking area, in the area outside the Hall doors or anywhere outside the fire exit in the west wall. The Hirer must ensure that children do not throw stones or gravel. The Hirer must ensure that children do not play unsupervised on the pavement, or disturb neighbours.
16. The PCC regards the safe care and protection of children as of the utmost importance. Hirers are expected to share this concern and make appropriate provision for the protection of children within their care. The Hirer shall abide by the PCC's Safeguarding Policy, copied at the end of these Conditions, and acknowledges that this Policy has been seen and will be adhered to and that all concerns about children, young people and vulnerable adults will be reported to the relevant

statutory authority. If the Hirer has its own safeguarding policy, it must provide the PCC with a copy of it and any replacement of it or amendment to it taking effect from time to time while this Agreement is in force.

17. The Hirer is responsible for obtaining any Local Authority or other licences necessary in connection with the Hiring.
18. If selling goods in the course of the Hiring, the Hirer must comply with all relevant fair trading laws and any local code of practice in connection with such sales.
19. The Hirer is responsible for the observance by all persons in the course of the Hiring of any other laws or regulations affecting the premises imposed by Licensing Justices, the Fire Authority, the Local Authority or otherwise and must do nothing to contravene the laws of betting, gaming and lotteries.
20. The Hirer must make adequate arrangements to insure against third party claims which may lie against the Hirer and/or his organisation in the course of or arising from the Hiring.
21. The Hirer must not sub-license the Space or any part of it or use it or any part of it for any unlawful purpose or in any unlawful way, or bring onto it anything which may endanger it, any other users, or insurance policies relating thereto.
22. No electrical equipment or outlet available in the Space may be altered, modified or tampered with in any way. As for electrical equipment and appliances belonging to or proposed to be used by the Hirer:
 - (a) Small electrical kitchen appliances and equipment complying with Condition 3 may be used.
 - (b) The use of any other electrical equipment is subject to the express prior written permission of the PCC.
 - (c) All such electrical appliances and equipment must be visually inspected for damage and safety prior to use and must comply with applicable safety legislation.
 - (d) Without prejudice to the generality of (c) above, a portable electrical appliance which has not been PAT tested may not be used without the express prior written permission of the PCC.Portable gas appliances or other equipment involving a naked flame are not permitted.
23. The Hirer must notify the PCC about accidents, injuries, damage and/or breakages occurring in the course of the Hiring and must indemnify the PCC in respect of any damage done to any part of the Building or anything in it which belongs to the PCC, and in respect of any liability to any third party or otherwise, arising in the course of the Hiring where the act or omission which occasioned the damage or liability was that of the Hirer or any other person present with the Hirer's permission.
24. Adhesive tape or drawing pins must not be used to affix anything to the walls or woodwork. Cautious use of 'blu-tac' is acceptable in the Main Hall but not in other rooms in the church. Hirers must ensure that surfaces are left clean and that paints and other materials are removed after art activities.
25. Valuables must not be left anywhere on the premises, even if locked away in cupboards. The PCC accepts no responsibility for the loss of personal possessions or injury sustained to any persons while in the Building, or in the external grounds including the car parking area.
26. A First Aid box is located in the Hall kitchen. Fire extinguishers are located in the Hall, kitchen, church, boiler room, church entrance (narthex), and upstairs corridor. Hirers:
 - (a) must familiarise themselves with and observe fire regulations and notices displayed in the Building (including designated fire exits, exit routes and the assembly point in the garden at the front of the church) and appliances;
 - (b) must have an immediate means of contacting the emergency services available to them at all times;
 - (c) must ensure that all designated fire exits are at all times kept clear of any obstructions, including pushchairs and buggies;
 - (d) are responsible for the safety of all persons using the Space with their permission;
 - (e) in case of an emergency, must ensure (if it is safe to do so) that all such persons have safely vacated the Building and, in particular, that any disabled persons without their own helpers receive appropriate assistance; and must report to the senior person at the assembly point whether or not each such person has safely evacuated the Building;
 - (f) must call the Fire Brigade out to any outbreak of fire, however slight, and report the incident to the PCC.
27. Items may only be stored in the Space or elsewhere in the Building with the prior agreement of the PCC. In particular:
 - (a) Highly flammable substances are not permitted in the Building, or on church land outside the Building, including the entrance areas, garden and car parking area.
 - (b) No cleaning materials or substances may be used other than those provided in the kitchen, WCs and storage cupboard beside the men's WC or washing up liquid, antibacterial disinfectant and hand cleaner provided by the Hirer. After use, all such material must be returned to its original position. The storage cupboard beside the men's WC must be kept locked when not in use.
 - (c) Toys may only be brought into the Building or used in it if they are and remain (i) undamaged, (ii) in a hygienic condition, (iii) suitable for the age group for whom they are intended and (iv) (if stored in the Building) not available to anyone else except on condition that requirements (i)-(iii) above are complied with. Periodic checks must be carried out to ensure continuing compliance with requirements (i)-(iv) above.
28. If and only if the Space includes the kitchen, the Hirer may use the cooker, microwave and/or fridge-freezer, but only on condition that:
 - (a) No food or drink may be put or left in the fridge or freezer after its use-by or best-before date;
 - (b) Any perishable item, including any item with no use-by or best-before date, put in the fridge or freezer during a function or session must be removed at or before the end of the function or session;
 - (c) No item may be put or left in the freezer unless its contents and use-by or best-before date are clearly written on it;
 - (d) The PCC may remove any item left in the fridge or freezer in contravention of (a), (b) or (c) above and dispose of it without notice to the Hirer;
 - (e) The fridge is only used if the temperature recorded on the thermometer in the fridge is 8°C or less;

- (f) The freezer is only used if the temperature recorded on the freezer thermometer at the top of the fridge is no more than -18°C;
- (g) If any food is cooked, reheated and/or hot held in the Building:
- (i) Opening checks (including those specified in (e) and (f) above) and closing checks are carried out in accordance with the procedure outlined in the red 'Safer Food, Better Business' file kept in the kitchen behind the divider marked 'OPENING AND CLOSING CHECKS' and appropriately recorded in a completed, signed and dated entry in the diary in that file behind the divider marked 'DIARY';
 - (ii) Clean clothes are worn by all persons serving such food;
 - (iii) No such food is served unless the core temperature has been tested, using the temperature probe provided or otherwise, and found to be 75°C = 167°F or above and such food, once removed from the cooker or microwave, is served within 2 hours or hot held at not less than 63°C = 146°F ; and
 - (iv) All other relevant guidance about cooking in 'Safer Food, Better Business' is observed.
29. The large green paladin refuse bin in the car parking area is for use by Hirers for non-recyclable waste, provided it is bagged up in suitable bin liners (to be provided by the Hirer) which are tied up. Nappies and sanitary towels must be placed in the paladin bin, and in no circumstances in the kitchen bin or flushed down the toilets. Recyclable waste must be removed by the Hirer.
30. By no later than the end of each session, the Hirer must ensure that:
- (a) All floors in the Space have been mopped and swept clean.
 - (b) Condition 29 has been complied with as regards all litter, waste or refuse arising from the Hiring and none of it is left anywhere in or near the Space or the Building.
 - (c) All the Hirer's equipment and property, including all food and recyclable waste, have been removed.
 - (d) All furniture and equipment (including, if the Space includes the kitchen, any crockery, cutlery or other items in the kitchen) which were situated in the Space when the session began have been returned to their original position. Adult chairs must not be stacked more than 6 high and must be stored against and facing the south wall to reduce the risk of tipping onto a child or a child trying to climb onto them. Folding tables must be placed against the east wall with at least two stacks of 6 chairs in front of them to keep them in position.
 - (e) The remainder of the interior of the premises, and the exterior, are in as clean and tidy a condition as they were when the session began and, if any use has been made of the kitchen, all food contact surfaces and other areas within the kitchen have been cleaned with antibacterial disinfectant surface spray in accordance with the manufacturer's instructions.
 - (f) All external doors and windows have been secured.
 - (g) The toilets, kitchen and all doors including fire doors must be carefully inspected, including checking that all taps and lights have been turned off and that, in order to contain any fire, the doors between the lobby and the hall and the kitchen door and shutters have been closed.
31. The Hirer will pay the PCC an additional charge at the hourly hire rate applicable under the Agreement for each hour or part of an hour before commencement and/or after expiration of the agreed Hire Period during which either (a) any part of the Space made available to the Hirer is used or retained by the Hirer and/or (b) any representative of the PCC is engaged in remedying any breach by the Hirer of its obligations referred to in Condition 9. Any additional charge due under this Condition may be deducted from the Deposit.

PCC Safeguarding Policy

Parish of St Michael & All Angels London Fields

Parish Policy Statement on Safeguarding Children and Vulnerable Adults

Every person has a value and dignity, which comes directly from the creation of people in God's image. Christians see this potential as fulfilled by God's re-creation of us in Christ. Among other things this implies a duty to value all people as bearing the image of God and therefore to protect them from harm.

- We accept and endorse the principles set out in 'Safeguarding in the Diocese of London' [[downloadable from http://www.london.anglican.org/support/safeguarding/safeguarding-policy/](http://www.london.anglican.org/support/safeguarding/safeguarding-policy/)].
- We commit ourselves to nurture, protect and safeguard all our members, particularly children, young people and vulnerable adults.
- We recognise that safeguarding is the responsibility of the whole church community.
- We undertake to exercise proper care in the selection, appointment, training and support of those working in both paid and voluntary positions with children or vulnerable adults, including the use of Disclosure and Barring Service (DBS) disclosures and making appropriate referrals to the Disclosure and Barring Service.
- We will respond without delay to concerns or allegations that a child or vulnerable adult may have been harmed, cooperating with the police and social care services in any investigation.
- We will challenge any abuse of power by anyone in a position of trust.
- We will seek to offer pastoral care and support to anyone who has suffered abuse, developing with them appropriate pastoral support.
- We will seek to offer pastoral care and support, including supervision and referral to the proper authorities, to any member of our church community known to have offended against a child, young person or vulnerable adult.