

# TERMS & CONDITIONS



***Please read these terms and conditions carefully and keep them for your reference.***

## **Your Responsibilities**

While you are using the Centre the person named on the booking form is responsible for:

- Your guests and their good behaviour.
- Leaving the rooms as found - clean and tidy with chairs, tables etc stacked away. Cleaning equipment is to be found in the ground floor cleaning cupboard or the tea-point on the first floor.
- Strictly preventing the use of tape, blu-tack etc on the walls.
- Reporting any breakages or damage to the Church Administrator.
- Paying for the costs of damage, repair or replacement to contents or building.
- Switching off the lights, taps etc when you leave, shutting windows and locking all doors used.
- If the foyer is unattended please lock the outside doors when all your members have arrived.
- Ensuring fire (see page 4) and first aid procedures are followed.
- Remove your rubbish at the end of the evening- large bins are located outside near the car park.
- Switch off the lights, heaters and shut windows & doors when you leave.

## **Admission**

The Church Administrator/Facilitator or any other authorised official on duty has the right to refuse admission to any person considered undesirable and shall not have to give a reason for doing so.

## **Alcohol**

Alcohol may only be served by prior arrangement with the Church Administrator. As Emmanuel Parish Centre holds no licence, alcohol must not be sold on the premises. The PCC will not permit the purchase of a special licence for these premises.

## **Animals**

All Church and Centre buildings are animal-free zones (except for Guide Dogs).

## **Bouncy castles and other entertainers**

It is possible to accommodate a bouncy castle or other inflatable for your child's party. It is essential that you inform the parish office staff at the time of booking and indicate this when completing your form so that we can email you our bouncy castle guidelines. It is essential that you hire from a reputable company and that they provide you with proof of their Public Liability insurance. The church's insurance does not cover this type of activity.

## **Capacity Limits**

There are certain restrictions on the numbers of people permitted to be present at any one event. The Church Administrator will tell you if any apply to your function.

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## **Child/Youth and Vulnerable Adult Protection**

The House of Bishops Policy Document on safeguarding requires the PCC to ensure that any activity within our premises that involves children, young people or vulnerable adults is carefully organised.

If you have a regular\* booking at Emmanuel Church (i.e. not a one off children's party) you are required to ensure that children and vulnerable adults in your group are protected at all times, that your group leaders, staff and volunteers have had appropriate DBS checks, and that all reasonable steps have been taken to prevent injury, illness, loss or damage occurring and that you carry full public liability insurance for this. You MUST provide us with a copy of your insurance policy confirming the extent of the cover and that it is in force at the time of hiring.

\*please read and comply with 'Model Safeguarding Provision'

## **Children (aged up to 18 years old)**

Children must be supervised by a responsible adult at all times while on the Church premises or in the grounds.

## **Electrical Items**

All electrical items brought in by the hirer must be covered by a valid Portable Appliance Test Certificate (certificate to be available for inspection if required) and shall be properly connected to the power supply.

## **First Aid boxes**

Can be found in the foyer, old church and kitchens. Please record any incident or accident which occurs on these premises or in the car park in the book provided in the foyer below the green First Aid sign. Tear out the completed report form and drop it into the parish office straight away. Any telephone extension can be used to dial the emergency services, 999.

## **Gaming**

The hirer is not permitted to contravene the law regarding gaming, betting and lotteries.

Hirer's Equipment

## **Kitchens Usage**

We suggest you arrange a visit to view the kitchen facilities and discuss your needs with the Church Administrator. Please acquaint yourselves with the Kitchen Guidelines to be found in the files in the Church Kitchen.

It is advisable that food is prepared by those who hold a Basic Food Hygiene Certificate. In any event the person making the booking will be responsible for ensuring the safety of catering for that event.

Cleaning equipment for kitchen use only is to be found in the corridor cupboard opposite the Parish Centre kitchen door. After using the kitchens or first floor tea-point it is essential that everything is cleaned and put away before you leave and that all appliances have been switched off (excluding fridges and freezer).

For safety reasons please do not allow children into the kitchen areas.

If you arrange to use contractors or outside labour in the kitchen, you should obtain agreement from the Church Administrator and bear responsibility for their compliance with the Centre's Policy and Kitchen Guidelines.

Church crockery/cutlery if used should be washed in the dishwasher and put away as found. Sole use of the kitchen will only be available by prior arrangement with the Parish Office.

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### **Musical Instruments**

The grand piano and organ in the worship area may only be used by a competent musician by prior arrangement.

### **Noise**

Out of consideration for our neighbours you are asked to ensure that nothing happens, including noise, to disturb them. Sound equipment must be kept at a level low enough so as not to cause disturbance. All functions, therefore, must end by 11 pm and the premises must be vacated by 11.30 pm.

### **Parking**

Some on-site parking is available and there are no parking restrictions in Shepherds Lane. We would ask that you park well away from the traffic lights, and that consideration be given to the needs of local residents. Please ensure disabled bays are used only by blue badge holders.

### **Personal Property**

You must make your own arrangements for insuring any property you or your group bring to the premises.

### **Security**

You are responsible for security both during the period of hire and as you leave. When the Cafe & FT Shop are closed, please keep the main parish centre door locked once all of your group have arrived.

### **Smoking**

All Church buildings are No Smoking

### **Trading**

We reserve the right to refuse any booking, for commercial activity or otherwise, which may be considered to contravene, or be in contrast to, the principles, morals or faith beliefs of Emmanuel Church. We do not allow the buying and selling of goods that are not connected with the church or its ethos.

### **Usage**

The hirer is not permitted to use the premises for any unlawful purpose and can only use the premises for the purpose described in the agreement. The hirer must not sublet the premises.

### **Liability**

The Emmanuel Parochial Church Council (PCC) accepts no responsibility or liability whatsoever in respect of personal injury suffered at the Church and Centre or in connection with the use of these facilities and accepts no responsibility or liability whatsoever in respect of the loss of or damage to property suffered at the Church or Centre or in connection with its use. Users' and their guests' property is not insured while on the premises by the Emmanuel Parochial Church Council or on its behalf.

The Emmanuel Parish Centre is operated in accordance with policies laid down by the PCC covering lettings, health and safety, fire, equal opportunities, child protection and disability discrimination.

# MODEL SAFEGUARDING PROVISION



Your booking agreement is conditional upon you complying with this provision unless you already have an equivalent policy of your own\*.

You are required to ensure that children, young people and vulnerable adults are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring; and that you carry full liability insurance for this. In particular this means that:

- you will comply with the **Code of Safer Working Practice** (available at [emmanuelchurch.co.uk/safeguarding](http://emmanuelchurch.co.uk/safeguarding)) with children, young people or vulnerable adults unless you already have an equivalent\*;
- you will provide the church with a copy\* of your organisation's Safeguarding Policy/ies or if you do not have one adopt the current parish policy;
- you will recruit safely all current paid and voluntary workers who work with children and/or vulnerable adults, by obtaining satisfactory disclosures from the Disclosure and Barring Service where eligible, and keeping records of dates and disclosure numbers indefinitely;
- you will keep a list of the names of all paid and voluntary workers with regular and direct contact with children/youth/vulnerable adults, and update it annually;
- you will always have at least two leaders over the age of 18 years in any group of children and young people, no matter how small the group;
- no person under the age of 18 years will be left in charge of any children or young people of any age;
- no child or group of children or young people should be left unattended at any time;
- a register of children, young people or vulnerable adults attending the activity will be kept securely. This will include details of their name, contact details of parent/guardian/carer etc., date of birth and next of kin;
- you will immediately (within 24 hours) inform the Parish Safeguarding Officer of:
  - (a) the occurrence of any incidents or allegations of abuse or causes of concern relating to members or leaders of your organisation, and contact details for the person in your organisation who is dealing with it
  - (b) any known offenders against children or vulnerable adults seeking to join your membership, and manage such allegations or agreements with offenders in co-operation with statutory agencies, and with the church.

The Parish Safeguarding Officer for Emmanuel Church is:

Name: Stephen Schofield

E-mail: [safeguarding@emmanuelchurch.co.uk](mailto:safeguarding@emmanuelchurch.co.uk)

Tel. No: 07421 443031 (available 9am – 3pm, outside these hours please email).

## Declaration

I agree to abide by appropriate safeguarding procedures. I understand that my booking agreement may be terminated in the event of my failing to comply with these procedures.

Signed ..... Role/Job Title .....

Organisation ..... Date .....

Please sign **two** copies, provide one copy to be retained by Emmanuel Church, and one by the organisation.

# FIRE SAFETY

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## Your Responsibilities for your group:

- sign in at reception on behalf of the group and keep a list of those attending the event.
- familiarise yourself (and advise those in their group) and note their lack of familiarity with the layout of the premises and the associated fire safety provisions.
- note the fire exits and fire alarm break glass call points close to the meeting room and pass on this information to members of the group.
- if anyone discovers or suspects a fire - break the glass on the nearest fire alarm call point and call the fire brigade dialling 999.
- if the fire alarm sounds take the group register and direct the group out of the nearest fire exit, closing doors on the way. DO NOT stop to collect personal belongings.
- make provision for any members of their group who may need assistance in the event of an evacuation or who may be unable to hear the fire alarm.
- in event of fire wheelchair users can use the lift.
- gather at the fire assembly point in the car park and check all members of the group are present.
- DO NOT allow anyone to re-enter the buildings until directed to do so by the Fire Officer.
- Please note there is No Smoking throughout the Church and Parish Centre.
- Doors should not be wedged open as they are a fire prevention measure.

**Please retain this document for your reference.**