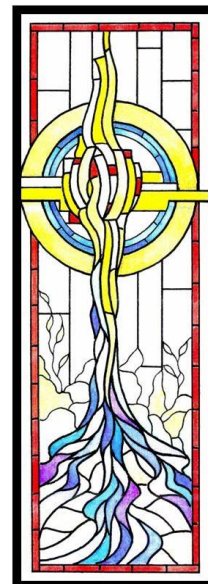


PARISH OF ST MARY & ST PETER, STAINES



St. Peter's Hall Hiring Regular Users' Agreement.

Definition: A Regular Hall User:

To become a Regular Hall User an individual person, or a group has to have booked and paid in full for the use of one or both halls for a minimum period of six times over a period of six consecutive months.

An Agreement between the PAROCHIAL CHURCH COUNCIL (PCC) OF THE PARISH OF ST MARY & ST PETER and the person(s) named below (the hirer) whereby in consideration of the sum(s) mentioned below:

The PCC agree to permit the Hirer to use the premises or part(s) of the premises designated below for the purpose and period(s) and at the hiring fee specified below:

Name or hirer- Mr/Mrs/Miss/Ms

Address

.....Post Code.....

E MailPhone No.....

Details of Block or Term Bookings.

We would like to book on a regular basis for the following dates:

	Month	Start	Break from-to	End
1
2
3
4

Details of Weekly bookings:

Halls Required – Entire premises / Main Hall + Kitchen / Small Hall + Kitchen **(please indicate which required)**

Period of Hiring – This should include any setting up and taking down time.

Day.....	Times from	am/pm. to.....	am/p	Main/Small/Kitchen
Day.....	Times from	am/pm. to.....	am/pm	Main/Small/Kitchen
Day	Times from	am/pm. to.....	am/pm	Main/Small/Kitchen
Day	Times from	am/pm. to.....	am/pm	Main/Small/Kitchen
Day	Times from	am/pm. to.....	am/pm	Main/Small/Kitchen
Day	Times /from.....	am/pm to	am/pm	Main/Small/Kitchen

Any change in day or time of booking must be advised and agreed with the Parish Office.

Purpose of Hiring..... Expected number of persons attending.....

State whether any music will be live or recorded

Hiring Fee

The hire charge rates for Regular Users are as set out on the attached schedule and are applicable to all Regular Users. These rates may be amended as necessary, of which the hirer will be notified in writing at least four weeks in advance.

As agreed, during any hire term, we will invoice you weekly/monthly or if agreed payment may be made terminally by standing order. All invoices to be settled in full within 14 days. In the event of any invoice not being fully paid within the agreed time we reserve the right to terminate this agreement.

You prefer that we invoice you.

Cancelled Bookings.

The hirer should advise the Parish Office of the start and end of any term usage, and in the event of any days being cancelled they should give at least 10 working days clear notice. If you give at least 10 working days clear notice, there will be no charge.

Between four days and ten days we will charge you 50% of the full hire fee

For less than four working days or failure to take up the booking you will be charged the full agreed hire rate.

Furniture.

We try and keep the halls as tidy as practical, but the hirer is responsible for putting out and returning any chairs, tables or any other equipment used during the hirer period, and for leaving the halls in a tidy and clean condition.

Storage.

Individual groups have been offered and accepted certain storage areas for equipment used during the hire period. It is the hirer's responsibility to keep the storage area tidy and safe for any other hall users. We reserve the right to charge for any non-agreed storage area used. If any equipment is left or abandoned in either of the halls it may be removed and destroyed.

Amendments.

Any agreed amendments to these bookings must be agreed by both parties and a revised schedule attached hereto.

THE HIRER agrees to observe and perform the provisions and stipulations contained or referred to in the PCC's Conditions of Hire for the time being in force and as annexed hereto and in the Rules governing the use of the premises ("the Rules") and as the PCC may for the time being impose and of which the Hirer has been notified.

Standard conditions of hire

1. THE HIRER shall ensure that the Rules governing the use of the premises are adhered to.
2. THE HIRER shall during the period of hiring be responsible for supervision and security of the premises, protection of the fabric and contents from damage, and the behaviour of all persons using the premises, including proper supervision of car parking arrangements so as to avoid obstruction of the highway, especially noting that St Peter's Close is a private road in which hall-users may not park.
3. THE HIRER shall be responsible for obtaining any local authority or other licences necessary in connection with the booking, including the licence to sell, supply or provide alcoholic drinks at any event. No licence is required for 'Bring your own drinks' event other than those already held by the PCC.
4. THE HIRER shall be responsible for making adequate arrangements to insure against any third-party claims which may lay against the hirer or his/her organisation whilst using the premises.
5. THE HIRER shall be responsible for the observance of all regulations affecting the premises imposed by the licensing justices, the Fire Authority, and the Local Authority or otherwise.
6. THE HIRER shall not sub-let or use the premises for any unlawful purpose or in any unlawful way or do anything or bring onto the premises anything which may endanger the premises, their users or any insurance policies relating thereto.
7. THE HIRER shall indemnify the PCC in respect of the cost of repair of any damage done to any part of the premises including the area surrounding thereof or the contents of the building during, or as a result of a booking and in respect of any liability to third parties or otherwise arising out of the use of the premises pursuant to the booking.
8. THE HIRER shall, if selling goods on the premises, comply with all relevant Fair-trading laws and any local code of practice issued in connection with such sales.
9. THE HIRER acknowledges that no tenancy is intended to be created between the PCC and the hirer and no relationship of landlord and tenant exists between them.
10. THE HIRER is reminded that they are responsible for any accident or injury arising out of the activity for which they have hired the premises. It is the responsibility of the hirer to ensure that the premises are safe for the purpose for which they intend to use them. THE HIRER must, in the event of an accident, report it to the Parish Office providing the information required in part C annexed hereto when the Office is next open.
11. THE HIRER shall abide by the PCC Safeguarding Policy, signing the statement provided at the end of this agreement to acknowledge that this has been seen and that all concerns relating to abuse of vulnerable groups will be reported to the relevant statutory authority.
12. The hirer must advise the Church Office of any equipment that is not fully functional.
13. If food or drink is being consumed during any hire period, the hirer is responsible for ensuring that all food hygiene regulations are observed.
14. The hirer shall be aware of the fire evacuation procedure, notice of which is in the entrance lobby and check the fire exit locations before the function begins,
15. The hirer is responsible for providing appropriate First Aid cover. Please note that there is currently no defibrillator held in the premises.

Accepted and signed by the person named above on behalf of the hirer.

.....

Signed and witnessed by the authorised person named above on behalf of the P. C. C.

P.C.C. representative name Signed

THIS AGREEMENT is made on of 20.....

PCC Safeguarding Policy Statement.

Parish of St Mary & St Peter, Staines.

The following policy was agreed at the Parochial Church Council (PCC) meeting held on 13th July 2021.

In accordance with the House of Bishops' Policy Statements Promoting a Safer Church (2017) and @Protecting all God's Children 4th edition (2010) and then Diocesan Safeguarding Policy promoting a Safer Diocese (2018) our church is committed to:

Promoting a safer environment and culture

Safer recruiting and supporting all those with any responsibility related to children, young people, and vulnerable adults within the church.

Responding promptly to ever safeguarding concern or allegation

Caring pastorally for victims/survivors of abuse and other affected persons

Caring pastorally for those who are the subject of concern or allegations of abuse and other affected persons.

Responding to those that may pose a present risk to others.

The Parish will:

Create a safe and caring place for all.

Have a named Church Safeguarding Office (C S O) to work with the incumbent and the PCC to implement policy and procedures.

Safely recruit, train, and support all those with any responsibility for children, young persons and adults to have the confidence and skills to recognise and respond to abuse.

Ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of the parish.

Display in church premises and on the Parish website the details of who to contact if there are safeguarding concerns or support needs,

Listen to and take seriously all those who disclose abuse.

Take steps to protect children and adults when a safeguarding concern of any kind arises, following House of Bishop's guidance, including notifying the Diocesan Safeguarding Adviser (DAS) and Statutory agencies immediately.

Offer support to victims/survivors of abuse regardless of the type of abuse when or where it occurred.

Care for and monitor any member of the church community who may pose a risk to children and adults whilst maintaining appropriate confidentiality and the safety of all parties.

Ensure that health and safety policy, procedures and risk assessment are in place and that these are reviewed annually.

Review the implementation of the Safeguarding Policy and Practice at least annually.

Each person who works within the church community will agree to abide by this policy and the guidelines established by the church.

This church appoints Kathryn Ellidge as the Church Safeguarding Officer.

!/We agree that we will abide by the ethos of this statement and that all concerns related to abuse of vulnerable groups will be reported to the relevant statutory authority..

Hall Hirer's signature

Date

PART D - ACCIDENT OR INCIDENT REPORT

THE HIRER(S) of the premises Is / are required to 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(s) after the event.

The accident report Must be lodged with the Parish Office (or handed to the Office representative) within 24 hours of any incident,

It is recommended that the person completing the report retains a copy.

Person/s injured:

Name

Address

.....

Telephone Date & Time of incident.....

Place incident occurred

Detailed description of accident / incident (including a description of any apparatus or equipment involved) *continue overleaf if necessary*

.....
.....
.....
.....

1/Witnesses: Name:

.....

Address:

Telephone:

2/Witness Name:

Address:

Telephone: Signed witness statements should be obtained wherever possible)