

Information and rules governing the use of St Peter's and St Mary's Church Halls, Staines.

Parish Office, St. Peter's Church Hall, Laleham Road, Staines TW18 2DX

1. Booking

1.1 All enquiries should be made at the Parish Office at the above address, office hours 10.30am – 12.30pm Tuesday to Thursday. Tel: 01784 469155 Email: office@stmaryandstpeterstaines.co.uk

1.2 A provisional reservation may be held by the Parish Office for up to 14 days pending receipt of a deposit and completed Hall Hire agreement.

1.3 All Church functions take precedence over any *provisional unconfirmed* hall bookings, although we may be able to offer alternative accommodation in one of our other halls.

1.4 We reserve the right to cancel *any* booking if the halls are required for use as a Polling Station for a Parliamentary or Local Government election, in which case the hirer will be entitled to full refund of any deposit or fee paid. As above, we may be able to offer alternative accommodation in one of our other halls.

1.5 The hirer shall pay a damage security deposit of £200 if hiring the main hall and/or £100 for the small hall, refundable after the date of the hiring, provided that at the end of the hiring, a) the hall(s) and any fixtures, fittings and contents are left in a satisfactory condition and that b) tables and chairs are stacked in their respective rooms and c) crockery and cutlery are returned to the kitchen cupboards in a clean and sound condition. Failure to adhere to this requirement may result in forfeiture of all or part of the damage security deposit without prejudice to any further claim against the hirer that may arise.

1.6 The balance of any hire charge and or security deposit shall be paid no later than two weeks prior to the date of the function. We reserve the right to cancel the booking if payment has not been made.

2. During Hire Period

2.1 Before each hiring, the caretaker or other Parish representative may inspect the premises accompanied by the hirer to establish and agree their condition. After each hiring, they may again inspect to ensure that the premises are left in a satisfactory condition.

2.2 The premises shall be vacated promptly by the end of the hired period. The hired period shall include any time required to set up and close down. No function shall continue beyond 10.30pm and the premises shall be vacated no later than midnight. At St Peter's, car parking is not permitted in St Peter's Close which is a private road.

2.3 If not hiring the entire premises, the hirer shall ensure that only the part of the premises hired are used and that if the other hall is hired out to another hirer at the same time, use of the kitchen is shared considerately with them. If the other hall is not being used during the period of hire, then the entire kitchen may be used.

2.4 It is not the caretaker's normal duty to wash or put away crockery, or tidy, or sweep up after an event. All rubbish shall be bagged up by the hirer and taken away by them. Tea-towels and detergents are not provided. Should the hirer require the services of the caretaker over and above his normal duties, arrangements should be made with the Parish Office.

2.5 Any crockery, cutlery, linen, or other items brought into the premises by the hirer shall be removed by the hirer at the end of the function and not left for collection overnight or at some later date.

2.6 By prior agreement with the Parish Office only, the hire of St Peter's large hall shall include use of the lawn, subject to the state of the surface being suitable. Musical entertainment outside the hall is not permitted. Access is strictly limited to the terrace adjacent to the hall and the lawn itself. If the lawn is used, the damage deposit shall also extend to cover damage caused to surrounding plants and trees. The hirer is hereby informed that the unlocked lych-gates lead directly onto the towpath and the unfenced River Thames and that all persons use them at their own risk.

2.7 The hirer shall not remove the piano cover or used the piano without prior agreement with the Parish Office.

2.8 The hirer shall ensure that no dogs except guide dogs or assistance dogs are allowed into any part of the building. (At St Peter's there is a ring in the wall outside the Parish Office to which dog-leads may be tied if necessary).

3. Regulations, Health & Safety

3.1 The hirer shall apply in person for a licence from Spelthorne Borough Council if they wish to *sell, supply, or provide alcoholic drinks at the event*. The PCC's own licence does not extend to the hirer's use. No licence is required for 'Bring your own drinks' events.

3.2 If any meeting or function is open to the public, note that representatives of Spelthorne Borough Council are empowered to inspect the premises during such event.

3.3 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.

3.3 The Parish of Staines regards the safe care of children and vulnerable adults as of the utmost importance in accordance with its safeguarding policy statement, copy attached. Hirers that use our premises are expected to share this concern and make appropriate provision for any such persons within their care.

3.4 The hirer is responsible for providing appropriate First Aid cover. Please note that there is currently no defibrillator held on these premises.

PCC of the Parish of Staines, Jan 2017

PCC Safeguarding Policy Statement

Parish of St Mary and 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 the **Diocesan Safeguarding Policy 'Promoting a Safer Diocese' (2018)** our church is committed to:

- Promoting a safer environment and culture.
- Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the church.
- Responding promptly to every safeguarding concern or allegation.
- Caring pastorally for victims/survivors of abuse and other affected persons.
- Caring pastorally for those who are the subject of concerns 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 Officer (CSO) 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 people 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 Bishops guidance, including notifying the Diocesan Safeguarding Adviser (DSA) 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 assessments are in place and that these are reviewed annually.
- Review the implementation of the Safeguarding Policy, Procedures and Practices at least annually.

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

This church appoints Kathryn Ellidge as the Church Safeguarding Officer

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

Hall Hirer's signature

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