

CONDITIONS FOR HIRING ST PAUL'S PARISH CENTRE AND GUIDELINES FOR HIRERS

We ask all users of the Parish Centre to treat the room with care and respect. The following conditions and guidelines have been approved by the Vicar and Churchwardens and apply to all who use or hire the Centre, either regularly or occasionally.

Hiring or use of the Centre is conditional upon receipt of a signed Booking Form which includes acceptance of these conditions. For occasional hirers, the hire charge is also required at the time of booking.

If you have any queries about this document please contact the booking secretary, Mr Matthew Cooper, 25 Union Road, Macclesfield, SK11 7BN, tel 01625 425609/ 07515167469

CANCELLATION POLICY

In case of cancellation (including the non-requirement of a previously-booked period) the following fees will be charged:

- for a one-off booking:
 - if at least 1 month's notice is given, 25% of hire fee will be charged
 - if at least 2 weeks' notice is given, 50% of hire fee will be charged
 - if less than 2 weeks' notice is given, then the full hire fee will be charged
- for regular on-going bookings:
 - if at least 1 month's notice is given, no rent will be charged
 - if at least 3 weeks' notice is given, 1 week's rent will be charged
 - if at least 2 weeks' notice is given, 2 weeks' rent will be charged
 - if at least 1 week's notice is given, 3 weeks' rent will be charged
 - if less than 1 week's notice is given, 4 weeks' rent will be charged

If it is necessary for an already-booked session to be cancelled at the behest of St Paul's Church, reasonable notice will be given and the existing hirer offered an alternative date, or the hire charge will be refunded.

GENERAL CONDITIONS

1. Any damage (however small) must be reported to the Booking Secretary or a church official so that appropriate repairs or replacements can be made. Any damage to property, fittings or furniture must be paid for by the hirer.
2. All persons in charge of children using the Parish Centre should ensure their behaviour does not lead to injury or damage such as broken fittings, marks on walls or misuse of toilets.

3. All rubbish, including waste from kitchen, is to be taken away. [There is no council refuse collection from the premises.]
4. All of the hirer's own goods or any other items not belonging to the Church are to be removed at the end of the hire period or session – for instance jumble sale goods or sale-of-work items.
5. Bicycles must not be brought into the Parish Centre.
6. All lights must be turned off before leaving (remember to check toilets and storeroom) and the door locked.
7. Noise levels must not be socially excessive.
8. The centre must be vacated by 11pm.
9. If you are playing music for commercial gain you must have a licence to do so.
10. Smoking within the building is illegal.
11. No alcohol is to be sold or supplied without having obtained a temporary licence to do so from Macclesfield Borough Council and showing this to the Booking Secretary prior to the date of the booking.

HEALTH AND SAFETY CONDITIONS

1. Hirers are responsible for the health and safety of their members or guests whilst using the premises.
2. Any accidents or incidents must to be recorded in the accident/incident book which is kept with the first-aid box on the kitchen work top to the left as you enter the Kitchen.
3. If food is prepared in the kitchen, the hirer is responsible for compliance with the relevant Health and Safety legislation.
4. Hirers must familiarise themselves with:
 - a. the Fire Instructions provided below and on the notice by the entrance door.
 - b. the location and operation of the emergency exit doors (double 'push bar to open' door in hall and main entrance/exit door in corridor).
 - c. the location of fire-fighting appliances (extinguisher in corridor; extinguisher and fire blanket in kitchen) and the emergency telephone (above extinguisher in corridor).

FIRE INSTRUCTIONS

If you discover a fire:

1. Raise the alarm by shouting FIRE.
2. Attack the fire, if possible, with the appliances provided, but without taking personal risks.
3. If in doubt, evacuate the building:
 - a. Leave via the nearest available exit. The exits are marked and emergency lighting is provided in case of power failure.
 - b. Do not stop to collect personal belongings.
 - c. Close all doors behind you.
 - d. Do not re-enter the building.
 - e. Assemble in the churchyard, in the area near the corner of Daintry Street and Glegg Street.
4. Call the fire brigade.
5. Advise Mr Nick Mottershead (07809 274565) of the evacuation as soon as possible.

Note that there is a ramp outside the exit door in the corridor but not outside the double emergency exit doors in the Hall. Please be aware of this when dealing with the evacuation of wheelchair users.

HALL AND KITCHEN GUIDELINES

- Do not allow any activities that might result in damage to the walls, fittings or furniture e.g. hard ball games, races etc.
- Avoid scratching the floor when moving tables, chairs etc. – carry things rather than drag them.
- If heating is in operation but not required, turn the radiator valves to 'off' but return them to setting 2 at the end of your session.
- Wipe all table tops before leaving.
- Draw curtains with care. Please do not allow children to draw them.
- Leave chairs and tables neatly arranged, and return to the storeroom any furniture you have taken from there.

- Take care not to damage or mark the walls or radiators with chairs or tables.
- Do not use sellotape, bluetack or pins to fix anything to the walls.
- Children should not be allowed in the kitchen for safety reasons.
- All crockery and cutlery should be washed and dried and returned to the correct cupboards and drawers.
- Please leave the sink, work surfaces and floor clean.
- Ensure that the extractor fan is switched off before leaving
- Ensure that the electric urn and gas cooker are turned off before leaving.
- If you use the tea and coffee which are in the kitchen, please leave a contribution towards the cost.

HEALTH AND SAFETY GUIDELINES

- You are recommended to have appropriate Public Liability Insurance.
- You are recommended to carry out a Risk Assessment of your activities. A copy of the Parish Centre's own Risk Assessment is available from the Booking Secretary if you wish to see it.
- Do not block the double emergency exit doors or use them as an entrance.
- The telephone in the corridor is available for 999 calls to the Emergency Services. You may also find it helpful to have a mobile phone with you in case you need to make any other calls.
- It is recommended that at least one of your members has attended an appropriate First Aid Course.
- Children's organisations regularly using the Centre are strongly advised to have written procedures for the protection of children which reflect good practice.
- For any advice on the above matters you are welcome to contact the Church Health and Safety Officer via the Parish Office.