

High Cross Church - Conditions for Hire and Use of Premises

Premises: Hirers shall take reasonable care of the premises and contents and leave them in a generally tidy state. Any equipment used should be returned/left in the same condition as of the beginning of hire. Hirers shall indemnify the Church for any extra cleaning or the cost of repairs for any damage caused by the hirer's use or for failure to leave the room at the stated finish time and the church reserves the right to request a cash deposit for this. This will be requested at the time of booking. Breakages must be reported immediately to the caretaker or church office. The church does not permit the use of wheeled footwear on the church premises - this includes Heelys, rollerblades and roller-skates. The start and finish times are the times that you may arrive and the time that you must vacate the room.

Health and Safety: Hirers should ensure that they comply with all current legislation regarding health & safety, including completing appropriate risk assessments. Hirers are responsible for ensuring that all reasonable steps have been taken to ensure the safety of all users of the church building, including taking the appropriate steps with regard to protection of children and vulnerable adults. Any issues that the hirer feels to be unsafe should be brought to the immediate attention of the Church via the church office or caretaker. All fire exits & the area surrounding them should be kept clear for safe evacuation. The upstairs landing should not be used for any furniture, other than that which is fixed to the building. No external call facilities are available after 5pm and all hirers after this time should ensure that they have access to a mobile phone. Any electrical equipment used on site should be adequately PAT tested.

First Aid: The church has a first aid kit on each floor (ground floor -in the first cupboard on the right as you enter through the automatic doors at the rear of the building and the first floor is by the coat hanging area). Hirers should ensure that they are familiar with the site of the first aid boxes and should ensure that they have a competent person on site to deal with any first aid issues (taking advice from the Health and Safety Executive where appropriate). The Health and Safety (First-Aid) Regulations 1981 do cover large events such as concerts and guidance from the HSE website states that it is the organiser's responsibility to ensure that there is adequate first aid provision.

Fire/Evacuation: Hirers shall acquaint themselves with the location and use of fire appliances and the location of fire exits. In the event of a fire being discovered or if instructed that the building needs to be evacuated, you must do so, the emergency services notified immediately and the caretaker or their designated deputy informed. Hirers must be responsible for appointing stewards to help with the evacuation of the building in the event of the fire alarm being activated or if the building needs to be evacuated. Hirers are responsible for ensuring that it is possible to determine whether all persons associated with their hiring have been safely evacuated. Additional safety procedures must be obtained from the church if either the hall or sanctuary is being hired. For hirings after 5pm, when the caretaker may not be immediately available, hirers should be aware of the emergency procedures for fire/evacuation available from the church office - a copy of which is kept by the office reception.

Security of Premises: Hirers should within their risk assessments ensure that consideration is given to the safety of their own property and the property of those within their hire. As the church building is left open, should secure storage be required, hirers should arrange this with the church office or caretaker.

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Car Parking: The Church has a car park at the rear of the building together with a number of marked spaces in the Portesbery Road car park. Hirers may use these spaces but should be aware that between the hours of 9am and 6pm, parking is controlled by the local council, whose officials will impose a fixed penalty charge on vehicles not displaying a permit. Permits are only valid while the holder is in the Church and may be obtained on the day from the office, which is open from 9am to 5pm. A charge of £1 will be levied, On Saturday afternoons the Church office is not manned and for the time that the building is hired, you will be able to use the parking provided. The Church does not, however, guarantee that spaces will be available for hirers.

Smoking: To comply with legislation, smoking is prohibited throughout the building.

Charges: Invoices should be settled within 28 days of receipt unless payment is requested in advance. High Cross reserves the right to charge a cancellation fee (full charge if within 2 weeks of the hire date and 50% if within 4 weeks of hire date) if notice of cancellation is not sufficient. Cancellations should be made in writing/email to the bookings secretary.

Hire of kitchen/coffee bar: The equipment in these areas - dishwasher, urn, cooker are available for use within the hiring of these rooms, but the hirer must ensure that they are fully aware of how to operate the equipment, by taking advice from the caretaker/deputy, before using the equipment. Hirers should ensure that they follow appropriate food hygiene regulations when using the kitchen and should sanitise work surfaces before and after use. Products are available on request. It should be noted that the crockery in the Upstairs Kitchen is placed on open shelves and care must be taken when using them.

Conduct: Hirers are responsible for the conduct of persons using the premises during the hiring and must prevent, as far as possible, any conduct which may lead to a breach of the peace. Hirers shall not use the premises for any unlawful or immoral purpose nor do anything which shall endanger the Church premises or contents or invalidate any condition within the Church's insurance policy.

Minister's Office: it should be notes that this is primarily for the use of our Ministers but hirers should note that the coffee machine/trolley is freestanding and the books are on open shelves.

Lost Property: We do not accept responsibility for private property left on the premises. Please enquire at the church office as lost property is retained for a short period of time before disposal if not claimed.

Doors, Windows and Lights: The premises must be left well secured at the end of each hiring session with windows shut, lights extinguished and doors shut, unless requested otherwise by the caretaker.

Food/Drink: As we have adequate facilities for food/drink consumption and for hygiene purposes, the consumption of food or drink within the main Sanctuary, on the upstairs landing or within the Chapel on the ground floor is not permitted unless with prior agreement from the Church.

Gambling*: Church organisations do not promote raffles or other forms of gambling. Individuals and organisations hiring the premises may conduct raffles on Church premises if they wish, but under no circumstances may they use High Cross as a promotion address. Raffles are not permitted to take place in the sanctuary.

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Alcohol*: The Church may, at its discretion, allow wine to be consumed, but under no circumstances is running a bar allowed or any sale of alcoholic beverages. Hirers must inform the church if alcohol is to be served/consumed at an event, as there may be a requirement to apply to the local licensing authority for a 'Temporary Event Notice'. The church requires all hirers to ensure that any alcohol is consumed responsibly and within the legal requirements for the sale, consumption or provision of alcohol.

Political Parties: Political parties are allowed to use the premises for internal or social meetings, but public meetings will not be permitted.

Entertainment Licences: Hirers are responsible for ensuring that their activities fall within the Churches general license, but if it is not covered, a local authority licence has to be obtained.

Market Research Surveys: Hirers using the premises to conduct such surveys must ensure that persons interviewed are aware that the survey is not being conducted under the auspices of the church.

Advertising: Only one board may be placed outside the Church during an event.

Insurance*: Hirers shall be responsible for making arrangements to insure against third party claims which may arise as a result of the hirer's use of the premises. The Church is insured against any claim arising out of its negligence. Hirers should ensure that they have their own adequate contents and liability insurance.

Safety of Church Personnel: The church will not tolerate any physical or verbal abuse towards any of its staff or volunteers and as such will fully support its staff or volunteers in any criminal charges that may result from physical or verbal abuse towards them either within or outside of the Church premises.