

## Terms and Conditions for Booking and Hire of All Saints Hall /Thorpe Room

### In accordance with Government Guidelines for Covid 19

Thank you for booking the All Saints Church Hall / Thorpe room. Please read the following conditions of hire thoroughly. Failure to comply could result in all or part of your deposit being withheld, or any future bookings taken to the Church Council.

You are requested to date and sign the conditions at the end of the document and return to the Hall Manager – Jayne Edinboro @ [whitstablehall@gmail.com](mailto:whitstablehall@gmail.com)

All Saints Church Hall – “the Hall”

Hall Manager – currently Jayne Edinboro 07597357100 ([whitstablehall@gmail.com](mailto:whitstablehall@gmail.com))

#### 1. Covid-19 Restrictions

Items 1-11 are subject to change in accordance with Government guidelines – Hall hirers will be sent revised Terms and Conditions as and when necessary. Confirmation of receipt of updated Terms and Conditions will be required.

1. All hirers of the Hall are required to undertake a Risk Assessment in accordance with Government Guidelines. It is your responsibility to produce this Risk Assessment and while we do not need to see or approve it, your booking arrangement with us confirms an acceptance of our Terms and Conditions which includes your obligation that that you have such a Risk Assessment in place.  
  
If assistance is required, please contact the Hall Manager in the first instance who can supply a template document.
2. All hirers will be responsible for maintaining a register of all attendees in accordance with Government guidelines for Track and Trace. The register to be kept for three weeks before being destroyed to comply with Data Protection law.
3. All hall users to be encouraged to use the hand sanitiser in the foyer of the hall on entering/ leaving the hall and to use the hand sanitisers in the hall and toilets.
4. Windows to be opened at the start of hire whenever possible to enable good circulation of air and closed by the last hirer at the end of the day. In the event that people consider the hall to be too cold with the windows open they are at liberty to close most of them but one should be left open to ensure there is sufficient air movement in the Hall.
5. No more than 30 people are allowed in the hall at any one time – **mandatory**.
6. Ensure social distancing at all times in accordance with Government Guidelines.
7. Advise people to wear masks. All masks and gloves to be taken away at the end of hire.
8. The Hall kitchen is strictly out of bounds.
9. No food or drinks to be made available to attendees. They are requested to bring their own.
10. Ensure that all hall users vacate the hall promptly before the end of the hire period to allow cleaning after each use.
11. No congregating in the Church car park. Social distancing to be maintained in accordance with Government Guidelines.

## **2. General**

1. Please ensure that when you book the hall you adhere to your booking time. For example, if you book the hall from 9am – 10am do not arrive in the hall before 9 am and vacate the hall at 10 am.
2. Owing to previous damage to our hall floor we regret the use of paints and oils in painting classes or associated activities is not permitted in either the Hall or Thorpe Room. We are now unable to host such groups. Any use of Sellotape, blue-tack or other similar material on any walls, doors, windows, or floors, is not permitted.

Children's Parties – bouncy castles are not allowed.

3. The hire of the hall does not include the use of the Thorpe Room. The Thorpe Room is hired out separately but only if the main hall is not in use. Access to the disabled toilet is via the Thorpe room.

If you need the use of both rooms, please enquire of availability when booking.

4. Hall hire does not include use of gardens, outside areas or equipment outside the hall.
5. Hall hire does not guarantee car-parking availability.
6. The hall is heated between the months of October and April. If the temperature needs adjusting to meet your requirements, please contact John Johnson (Churchwarden on 01227 262581). Please do not turn off radiators or change the setting on the thermostat.
7. The P.A. System is not available for use at parties, discos etc. For other events, any request for its use will be considered on an individual basis.
8. The hall has multiple hirers; therefore, each individual hirer must leave the hall in a good, tidy clean condition. If you do not find the hall in a good condition on your arrival, please inform the Hall Booking Secretary.
9. When you vacate the hall please ensure all doors are locked, switch off all lights (interior and exterior). Also check that water boilers/heaters in the kitchen and toilets are switched off. If you are using the Thorpe room, please ensure that the wall heaters are switched off.
10. The hall is used for Church events and is also a designated emergency centre and a polling station. We will notify you of any known conflict at time of booking but reserve the right to cancel bookings on the occasion of an unpredicted urgent event. Your booking will be confirmed three months ahead of time. If there is a conflict of interest over booking dates with church activities, the church will always have priority on bookings.

## **3. Financial Information**

A booking acknowledgement will be sent to you as soon as your booking is made. Please check the times and dates are correct and read the terms and conditions of hire. If there are any discrepancies, please contact the Hall Booking Secretary.

If you are booking on a regular basis, please read the Conditions of Hire or link on the booking email. Please ensure all conditions are met as failure to comply could result in future bookings being cancelled by the Church Council.

Your booking cannot be completed until you confirm the date that you accept the terms and conditions of hire.

1. For parties and one-off hires there is a £100.00 deposit payable. If any of the conditions of hire are not met or there are damages to the hall, all or part of the £100.00 will not be returned to you; if any damages exceed this amount you will be responsible for paying the excess.
2. If your hire is for a single occasion and booked more than one month before your hire date, then we require 50% of your hire fee on receipt of an invoice. If you cancel your booking, this money will not be refunded, as we have a 50% cancellation fee policy.
3. The balance of your hire charge and if applicable, the £100.00 damages deposit should arrive with us no later than two weeks prior to your hire. If you wish to pay the balance of your hire charge and deposit by cash, please let the Hall Bookings Secretary know.
4. If you book the hall close to the hire date you will need to pay both the deposit and the whole of your hire charge on receipt of an invoice. If cash, then the Hall Bookings Secretary will accept this, generally on a Monday morning at the Church office.
5. If conditions of hire are met, a cheque covering your deposit return will be posted to you on the first Monday after your hire; we do not refund deposits by cash
6. ALL CHEQUES MUST BE MADE PAYABLE TO ALL SAINTS WHITSTABLE D.C.C. Please post your cheque to the address on the final page of this document, marked for the attention of the "Hall Bookings Secretary". Please write your invoice number on the back of your cheque.

#### **4. Keys & Security**

1. A key will be issued to you for your hire (please make sure you contact the Hall Bookings Secretary at least a week before your hire date to arrange to collect the key).
2. The hall is not manned on a full-time basis; it is your responsibility to make sure when leaving that the main door and fire exits are locked, and all windows are shut and secured.
3. Once the main door is locked, the key should be put back into the plastic wallet provided and posted through the church office letterbox on the wall situated to the right of the hall doors.

#### **5. Cleanliness & Use of Kitchen, Hall, Stage and Toilets (MATTERS RELATING TO KITCHEN ARE RELEVANT ONLY TO POST-COVID-19 SITUATION AS CURRENTLY THE KITCHEN IS NOT AVAILABLE AS OF THIS VERSION OF TERMS AND CONDITIONS)**

1. After use the hall, kitchen, stage and toilets MUST be left in a clean and tidy condition or your deposit will not be returned. Chairs should be stacked 10 high along the wall facing the entrance and the floors swept. Any spillages must be mopped up. The brooms, dustpan and brush, mop and bucket are kept in the broom cupboard in the toilet block.
2. Recycling bins are located by the external office door at the back of the hall. Clean glass, plastic and tins should be put in the blue bin and paper in the red bin. **ALL OTHER RUBBISH MUST BE TAKEN HOME WITH YOU AFTER YOUR HIRE; THE CHURCH DOES NOT HAVE THE FACILITIES TO DISPOSE OF PRIVATE HIRERS' RUBBISH.**
3. There are baby-changing facilities in the ladies' toilet. You should find a mat, nappy sacks and antibacterial wipes which you and your guests are welcome to use. **MAKE SURE SOILED NAPPIES ARE TAKEN HOME AND NOT PUT IN THE WASTE BINS.**
4. Please supply your own tea towels and cloths and take them home with you after your hire. (Any tea towels and dish clothes in the kitchen are for the sole use of the church).

5. There is a separate hand-washing sink in the kitchen, which must not be used for other purposes. The switch for the water heater that feeds the sinks is situated under the sink on the left hand side. This should be turned on 30 minutes before hot water is needed and must be switched off after use.
6. The constant feed hot water boiler is situated in the kitchen. This will need to be switched on at the wall 30 minutes before it is needed. Please ensure it is switched off after use. Be aware that this supplies BOILING water.
7. The location of crockery etc. is indicated on / inside the cupboards – items should always be returned to the indicated position after use. This fridge/freezer is emptied and cleaned on a Monday – any contents will be disposed of unless prior arrangements are made.
8. **The oven is only available for use with prior permission.**
9. Private hirers may use any available space in the fridge/freezer. However, items must be removed when the hall is vacated.
10. **The dishwasher is not for the use of private hirers.**

### **6. Legal & Safety**

1. There is a defibrillator that may be used if needed situated in the hall. If you need to use the defibrillator, please watch the instructions very carefully. If possible, find someone who understands CPR and call an ambulance. If the defibrillator has been used please inform a churchwarden as soon as possible.
2. All Church buildings are strictly Non-smoking.
3. The posting of posters advertising any event held on All Saints premises is not permitted as this could result in prosecution by Canterbury City Council.
4. If you wish to sell alcohol you must apply for a licence from Canterbury Council at least six weeks in advance of your hire date, (a copy of which is to be sent to the hall bookings secretary when received). This includes charitable events. Apart from an obvious sale (e.g. from the kitchen hatch at £1 per glass of wine), the law encompasses a “disguised sale” (e.g. a ticket to an event that includes any alcohol, offering wine free but requiring a donation, or raffles and tombola with only alcohol as prizes). This law also covers ‘Wine and Wisdoms’. Selling alcohol without a licence carries a penalty of up to £2,500 and six-months imprisonment.
5. The hall is approximately 18m \* 9.7m (175sqm).

We have found that if the hall is being used for wine and wisdoms, etc. where the seats are grouped together rather than in rows, the maximum people comfortably seated is 96 on 12 tables of 8 people per table. When arranging tables / seating and to comply with fire regulations, please ensure that your layout allows easy access and clear paths to both fire exits.

Any government guidelines in place at the time of the booked event, that relate to community halls, should be complied with.

6. The Hall is licenced for use from 9am until 10.30pm Monday to Sunday. However, as we are situated in a residential area all music must cease by 10pm at the latest on Saturdays, and 9pm on other days.
7. If you are hiring just the Thorpe Room, this hire does not include the use of main hall, main kitchen, or main toilets. The Thorpe room is part of the All Saints Hall complex. If booked on its own it does have the facilities and access for disabled persons.

8. The DCC, its agents and servants shall not be liable to the user or to any person using or entering the Hall/Room(s) for personal injury or for damage to, loss or theft of any property brought into the Hall/Room(s) however it may be caused, unless caused by negligence on the part of the DCC. The user shall indemnify the DCC, its officers, agents and servants against all claims made by, and liability to, any person in respect of such damage, loss or theft.
9. SAFEGUARDING: In the event that the hiring involves the attendance of children and young persons under the age of 18 or Vulnerable Adults at the premises, the Hirer confirms that there will be in place an appropriate Child and/or Adult Protection Procedures. The Hirer agrees to ensure that all adults present on the premises are aware of these Procedures and abide by them.

The Hirer confirms that, when necessary under the terms of Child and/or Adult Protection Procedures, appropriate Criminal Records checks from the Disclosure and Barring Service will be carried out in respect of persons involved with children, young people or vulnerable adults on the premises during the course of the hiring.

### **7. Emergencies and Equipment**

1. All accidents must be recorded in the accident book, which is located together with a first aid kit and fire blanket to the right of the cooker in the kitchen.
2. An emergency bed roll is located opposite the door to the men's toilets – it is not to be used other than in an emergency.
3. Hirers must ensure that all fire exits are kept unlocked throughout the period of hire and that access to them is not blocked, either inside or out, by equipment, tables, etc.

**By signing this hire agreement, you are also guaranteeing to abide by nationally recognised protection and safeguarding practices for children and vulnerable adults, should you have responsibility for either groups of people at All Saints Church Hall**

Dated.....

Signed.....

On behalf of (name of group) .....

**Version Control**

Issue Date	Version Number	Change
18 <sup>th</sup> July 2020	1	Legal & Safety item 6 – Ref to premises licence removed. Size of hall & Ref to Gov guidelines added. General: item 6 – Churchwarden contact details added.
22 July 2020	2	Covid-19 paragraphs added at beginning of document.
27 July 2020	3	Covid-19 Restrictions: Amended. General: item 2 – ref. to bouncy castles added. Legal & Safety: Item 9 added.
3 Aug 2020	4	Minor changes 1/1, 1/5, 3. Item 7/3 added.
2 <sup>nd</sup> Sept 2020	5	Section 6/9 added. Changes 1/1, 1/8 & 2/3