

Parochial Church Council of St John the Baptist Church, Shedfield, SO32 2HY
Shedfield Study Centre Conditions of Booking and Use



General

- a) These conditions apply to all uses of the Study Centre authorised by the Parochial Church Council (PCC).
- b) The PCC reserves the right to decline or cancel any booking.
- c) Unless prior agreement has been made for invoicing, use of the Study Centre may only take place following completion of the booking form, after dates have been agreed and provided that the relevant fee has been paid in advance.
- d) Hirers are solely responsible for taking care of the Study Centre and its contents during their booking, and for leaving the Study Centre clean, tidy and secure with all lighting and appliances switched off at the end of their booking. The church operates an environment-friendly policy, promoting use of Fairtrade products, recycling and responsible disposal of waste. Please make use of the recycling bins in the kitchen and Boucher Hall for clean paper, cans and plastic bottles, and dispose of any surplus in the appropriate dustbins adjacent to St John's Lane. Glass jars/bottles can be left in the small container in the Study Centre lobby. Any defects or breakages must be reported within 48 hours. The PCC reserves the right to recover from the hirer the reasonable cost of repairs/replacements/excess power usage and to decline/cancel future bookings in the event of non-settlement and to take action to recover any debt.
- e) All hirers undertake to ensure that those attending the hirer's function conduct themselves in such a way so as not to cause any nuisance or annoyance to the PCC's neighbours, to church users or visitors or to members of the public, and to indemnify the PCC against any costs or actions arising out of any incident.
- f) Animals, other than accredited guide or partner dogs, are not permitted in the Study Centre.
- g) Smoking, including e-cigarettes and vaping is not permitted in any part of the Study Centre or church. A container is provided outside the main lobby doors for safe disposal of cigarette ends.
- h) The PCC cannot accept responsibility for any property left in the Study Centre, although reasonable efforts will be made to trace the owners of lost property.
- i) Hirers are responsible for checking, before leaving, that nobody remains in the building.
- j) The commercial retail of alcohol is not permitted in the Study Centre. However, by written application to the PCC at the time of booking, permission may be granted, depending on the circumstances, for alcohol to be sold or supplied by hirers for consumption during an event.
- k) Hirers of the Study Centre are responsible for obtaining all necessary licences and consents required for their bookings.

l) Booking of the Study Centre will fall within the following categories:

- A. Named individuals who book on an occasional basis.
- B. PCC and groups/organisations affiliated to the PCC.
- C. Individuals and Groups not affiliated to the PCC who hire on a regular basis.
- D. Outside groups, commercial or incorporated.

Insurance

It is a clear condition that all hirers of the Study Centre must be covered by public liability insurance. Therefore, the following will apply:

- a) Bookings in categories A and B above are covered under the PCC's own public liability insurance.
- b) Bookings in categories C and D above must be covered under the hirer's/group's own public liability insurance, to £5 million per incident, proof of which should be made available upon request. In signing the booking form the hirer confirms that this insurance is in place.

Safeguarding

The PCC actively promotes the protection of children and vulnerable adults who may use the Study Centre and therefore the following safeguarding policy and practice will apply:

- a) Named individuals (Category A above) will note and accept the Diocese of Portsmouth Safeguarding Policy, a copy of which accompanies the booking form, in particular:
'You are required to ensure that children and vulnerable adults are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring.'
- b) PCC and groups/organisations affiliated to the PCC (Category B above) must acknowledge and adhere to the Diocese of Portsmouth Safeguarding Policy or where specifically authorised by PCC, may be permitted to adhere to their own Safeguarding Policy, a copy of which must be provided at the time of booking.
- c) Groups not affiliated to the PCC but with a church connection (Category C above) must adhere to their own Safeguarding Policy, a copy of which must be provided at the time of booking.
- d) Outside groups Category (D above) are not required to evidence a Safeguarding Policy provided that children and vulnerable adults do not attend their events. If children and vulnerable adults do attend their events, then this group must follow the safeguarding practice in c) above.

Health and Safety

All hirers must take reasonable care to maintain the health and safety of all who attend their events. In particular, the following rules must be observed:

- a) All hirers must familiarise themselves with the location of the fire exits and with the Fire Evacuation Procedures. All fire exits must be kept clear and all internal fire doors must be kept closed at all times. No flammable liquids or articles, with the exception of table candles and tea lights, may be used in the Study Centre.
- b) Children must be supervised at all times and in particular children are not permitted in the kitchen except for supervised activities for which a risk assessment has been prepared. Kitchen equipment must be operated carefully and must be cleaned and switched off after use. **Anyone with a pacemaker or implantable cardiac defibrillator (ICD) should be made aware of the warning signs regarding the use of the induction hob.**
- c) If the fire alarm activates, hirers are responsible for evacuating the building and calling the Fire Service. Please note that the alarm does not have a direct line to the Fire Service.
- d) **Any accident causing injury must be recorded in the accident book provided, which can be found, together with a First Aid box, in the Main Entrance to the Study Centre, and reported as soon as possible. Should any accident occurring in or near the Study Centre be a reportable accident by law, the hirer undertakes to cooperate in the preparation of any paperwork for statutory authorities.**
- e) Should any article or piece of equipment or part of the building appear to be unsafe, it should not be used and must be reported as soon as possible.
- f) Access to the Parish Office, cupboards or storage areas is not permitted except by prior arrangement.
- g) Hirers of the Study Centre are responsible for obtaining all necessary licences or other consents required for their booking
- h) Hirers are responsible for checking, before leaving, that nobody remains in the building.
- i) **Any equipment supplied and used by the hirer in the Study Centre must have a current PAT test label.**
- j) **Please see page 4 for the Fire Evacuation Procedure.**

Booking, Payment Terms, Cancellations and Refunds

The following policy will apply to confirmed bookings made under the following conditions:

a) Booking and Payment Terms

Invoices for booking will be issued, **on receipt of the completed Booking Form.** However, all bookings will be regarded as provisional and unconfirmed until full payment has been made by the hirer, at which point the booking will be “confirmed”. Payment in full is due not later than one calendar month prior to the date of use (“the due date”). Bookings remaining unconfirmed by the due date will be cancelled.

b) Cancellations by the PCC

The PCC will only cancel a confirmed booking in exceptional circumstances, or in accordance with paragraph b) on page 1. The PCC will seek to give the hirer as much notice as possible and will discuss alternative arrangements. If no alternative can be arranged, a full refund will be made where applicable, other than in the case of a cancellation under paragraph b) on page 1 where the PCC reserves the right to set off any pre-payments against sums owing to the PCC. The PCC cannot accept liability for any consequential loss arising from the cancellation of a booking by the PCC.

c) Cancellation by the Hirer

Where a confirmed booking is cancelled by the hirer, a full refund will be made where applicable provided that notice of not less than 7 clear calendar days is given. Cancellations giving shorter notice than this will be charged in full.

Fire Evacuation Procedure

IF YOU DISCOVER A FIRE

- ⇒ Activate the nearest Fire Alarm Call Point.
- ⇒ Call the Fire Service by dialling 999 and informing them of your location as follows:

**St John the Baptist Church
Church Road, Shedfield
Hampshire
SO32 2HY**

- ⇒ Fight the fire using the firefighting equipment provided if trained and it is safe to.
- ⇒ Evacuate the premises via the nearest exit.
- ⇒ Make your way to the assembly point located **across Church Road in the Reading Room Car Park.**

IF YOU HEAR THE FIRE ALARM

- ⇒ Evacuate the premises via the nearest exit.
- ⇒ Make your way to the assembly point located **across Church Road in the Reading Room Car Park.**
- ⇒ The person in charge at the time of the emergency is responsible for ensuring that the Fire Service has been called where necessary.
- ⇒ The person in charge at the time of the emergency is also responsible for ensuring that a church representative is informed by using any of the following telephone numbers:

Adrian Jordan	Church Warden	01489 890007	07887 883560
Carol Hotchkiss	Church Warden	01329 832738	
Ian Treveil	H & S Officer	01489 896184	
Brian Southon	Study Centre Manager	01329 832286	07774 441848
The Revd Jane Isaac	Vicar	01329 835295	