

ST. GILES' CHURCH HALL, BRAMHOPE

Summary of Booking Conditions

The person or Group Leader hiring the hall takes on responsibilities which are detailed in the Booking Conditions. This summary may be used as a reminder of the main points.

Booking Arrangements

Booking Conditions. It is a condition of any booking that the person or Group Leader hiring the hall reads this summary of booking conditions. He/she must then confirm that they understand the booking conditions and will adhere to them by signing the booking form. If they require further details they should consult the full Booking Conditions which are displayed in the Table Store in the church hall.

Cancellation. The Hall Management Committee reserves the right to cancel a booking should the premises be required by the PCC, although every effort will be made to avoid such a situation arising. The Booking Secretary will inform the person or group concerned as soon as possible.

1. Care of Children

If children and young people under 18 are involved, the Child Protection Policy of St Giles' Church requires standard ratios for the supervision of children for indoor activities, providing that **at least 2 adults are present**.

0 - 2 years, 1 adult for every 3 children;

2 - 3 years, 1 adult for every 4 children;

3 - 8 years, 1 adult for every 8 children;

over 8 years, 1 adult for the first 8 children then 1 adult for each additional 12 children.

2. Your attention is drawn to the following legal requirements as detailed in the the full Bookings Conditions:

- **Care of Children (as applicable to regular bookings involving children under 18 by Church Groups and Uniformed Organisations)**
- **Environmental Health Regulations**
- **Fire Safety**
- **Public Entertainment Licence**

3. **First Aid Kit.** This is located on top of the cupboards in the kitchen. Please leave a record of any accidents, however trivial, in the accompanying book and sign it.

4. **Alcohol.** There is no alcohol licence in force for the premises. No alcohol may be sold as part of an event for which tickets have been sold or dispensed in any manner that could legally be construed as a sale, unless a licence is obtained. Please see the Booking Conditions for further details.

5. **Traffic Cones.** Please put these out as detailed in the Booking Conditions

6. **Insurance.** We require that individuals or groups hiring the hall for private parties or meetings make their own arrangements for adequate Public Liability insurance in respect of their activities.

7. **Keys.** Make arrangements with the Booking Secretary for collecting and returning the keys.
8. **Safety.** It is strongly recommended that at least **two people** should be present when unlocking or locking the premises, particularly during hours of darkness.
9. **Emergency Contacts.** A list of names and phone numbers is posted on the church notice board next to the door between the hall and the lobby.
10. **Cleanliness.** Please ensure that the premises, including the toilets, are left in a clean and orderly state, as you would wish to find them. Bins should be emptied of rubbish using bin liners provided by you and placed in the dustbins outside the back door.
11. **Kitchen.** Please:
 - observe the Food Safety guidelines posted in the kitchen
 - only use the crockery, cutlery and cooking utensils provided in the kitchen
 - do not use any equipment elsewhere, that belongs to specific church organisations
 - place waste food and rubbish in the black plastic bags provided by you. The bags should be tied and put in the dustbins outside the back door
12. **Disabled Toilet** This has been designed as a multifunction room with additional uses i.e. Storage, Flower arranging, Baby changing. (please do not leave soiled nappies on the premises!)
13. **Cleaner's Cupboard.** This contains mops, brushes, vacuum cleaner.
14. **Tables.** Please clean before replacing
15. **Meeting Room.** The heating is run from the kitchen boiler and is controlled by a switch and thermostat on the wall inside the room to the left of the corridor window. A neon light indicates that the heating is on. **Please** remember to turn this off when leaving.
16. **Back Door.** Once unlocked, it can be 'put on the latch' to prevent it from locking one out (when going to the waste bins, for example). For security reasons we suggest users do not leave the lock in this condition any longer than necessary.
17. **Microphone and Sound System.** A microphone connected to loud speakers and a hearing loop may be booked via the Booking Secretary.
18. **Hall Heating Controls.** The Hall heating will normally be set to go in accordance with your advance booking and the expected weather. The Hall thermostat is normally set at 19°. If the Hall is too hot or the heating is off when you need it to be on, **PLEASE DO NOT ALTER THE THERMOSTAT**, but use the **control panel above the gas hob in the kitchen**. There are **2 GREY BUTTONS** on the control

panel. If the hall is **TOO HOT**, press the **MAN** button to turn off the radiators. If on the other hand the **HEAT IS OFF** and you want to put it on, press the **+1HR** button.

This will put the heating on for 1 hour and you can repeat this operation if necessary.

If you alter the thermostat it will affect every other booking that week!

Any problems should be reported to the Booking Secretary, or phone for advice if necessary. (See Emergency Contacts paragraph 9 above). Your attention is drawn to the following paragraph. **You may like to take these booking conditions with you to your booked event.**

19. Security & Locking up. Please make sure that all doors and windows are closed and locked as appropriate, and all lights are switched off before leaving the Church grounds. Please remember to check:

- Toilet lights off
- Meeting Room heating off
- Back door latch is off and the top lock is locked
- The Fire Exit Door in the hall is firmly closed
- All lights are off *
- The hall door is locked
- The front door is locked

***The only lights that may remain on (due to automatic sensors or timers) are:**

- The floodlight for the car park
- The floodlight at the back of church (east end)
- The outside wall lights along the pathway between the car park and the back door.

Please note that we do not employ a full time caretaker but, for people who may not be familiar with the premises and equipment, a part time acting caretaker may be employed to supervise locking up etc.

Hall Management Committee
St Giles Church
Bramhope

Revised March 2008