

**HIRE CONTRACT FOR ST LAURENCE CENTRE
37 BROMLEY ROAD, LONDON SE6 2TS Office Tel: 020 8698 9706**

Date of Function	Time	Area Hired
Hire Fee	Deposit (in full)	Payment Record

PLEASE NOTE THAT IF YOU PAY BY BACS, CHEQUE, CARD OR CASH,
YOUR DEPOSIT WILL BE REFUNDED WITHIN 14 DAYS

**A noise limiter fitted in our Main Hall, which limits the noise level to 95 decibels.
Any attempt to bypass this system will result in a full loss of deposit.**

MAXIMUM CAPACITY:

(including all helpers & staff)

Main Hall	120
Jubilee Room & Coffee Bar	50
Youth Room	30

Name	On behalf of
Address	
Telephone/Mobile No	
Email address	

I, have read the Terms and Conditions of Contract and understand that should any of these rules be breached in any way during the period of hire my deposit will be forfeited.

Signature..... Date.....

TERMS AND CONDITIONS OF CONTRACT

Use of St Laurence Centre and its facilities is subject to the following standard conditions of contract.

YOU ARE STRONGLY ADVISED TO READ THEM CAREFULLY BEFORE SIGNING YOUR HIRE CONTRACT

APPLICATION FOR USE

- a. Applications to use the Centre shall be made to the Parish Manager
- b. The right to refuse any applications for use is reserved to the Centre Management Committee or Parish Manager
- c. All arrangements for use of Centre facilities are subject to the Centre Management Committee reserving the right to cancel bookings when the premises are required for use as a Polling Station or are rendered unfit for intended use. You will be informed as soon as possible and where possible alternative accommodation within the Centre be offered.
- d. Sections and affiliated groups of the Church, shall normally have priority use of the facilities, but all arrangements to hire facilities made with outside bodies shall be honoured by the Centre Management Committee except as provided for in C above.
- e. A returnable deposit will confirm your booking and **full payment for the hire must be paid at least two weeks before the hire date** otherwise your booking could be cancelled.
- f. Deposits unless forfeited will be returned as soon as possible after 15 Days after the hire date or as soon as possible.

CANCELLATIONS

If the booking is cancelled less than four weeks before the event, the hirer will lose 50% of their deposit if the room is not re-let prior to the original date the room was booked to be used.

MAXIMUM CAPACITY

The Main Hall of the Centre has a MAXIMUM capacity of **120 seated around tables**
The Coffee Bar and Jubilee Room have a MAXIMUM capacity of **40 seated around tables** and the Youth Room has a MAXIMUM capacity of **30 seated around tables**

THESE FIGURES INCLUDE HELPERS AND GUESTS AND SHOULD ON NO ACCOUNT BE EXCEEDED. IF EXCEEDED DEPOSITS WILL BE FORFEITED.

SAFETY REQUIREMENTS

Nothing shall be done which will endanger the users of the building, and the policies of insurance relating to it or its contents.

- a. All doors and fire exits must not be obstructed in any way.
- b. The Fire Brigade shall be called to any outbreak of fire, however slight and details shall be given to the Parish Manager/Duty Caretaker
- c. No internal decorations of a combustible nature shall be undertaken or erected nor shall any item be affixed to the walls or paintwork. **Any decoration shall only be with the permission of the Parish Manager.**
- d. Any electrical equipment brought to the Centre by the Hirer, must confirm to British Standards. Equipment must have a PAT test certificate. If any equipment does not comply then this will need to be tested with a suitably qualified person (electrician)
- e. All persons in charge or on duty, shall familiarise themselves with emergency procedures (pages 8 & 9) and with the firefighting appliances provided.
- f. **No bouncy castles or other inflatable toys allowed anywhere on the premises.**
- g. **Staples, pins and needles** must not be used on the **stage** in the main hall or other wooded areas. There are hooks suitable for attaching decorations in the hall.

DEPOSIT WILL BE FORFEITED IF ANY OF THE ABOVE CONDITIONS ARE BREACHED.

SAFETY OF CHILDREN

No activities or groups involving young children under eight years of age will be permitted on the premises except with the written permission of the Centre Management Committee, which will require the relevant provisions of the CHILDREN'S ACT are complied with before giving such permission. In the case of Church or affiliated groups or outside hirers, it is the responsibility of the organisers of the activity concerned to ensure that only fit and proper persons have access to young children, and that such persons shall, at all times, be in attendance upon young children who are on the premises.

SUPPLY OF FOOD AND DRINK

1. The kitchen shall be used for no other purpose than serving or preparation of food and drink.
 - a. Anyone handling food should wear clean, washable overalls and head coverings at all times and overalls should completely cover all personal clothing. (NOT PROVIDED)
 - b. Please wash hands with anti-bacterial soap and use the paper towels provided for drying hands.
 - c. All washing up is to be carried out using anti-bacterial washing up liquid, then dried up and put away.
 - d. The kitchen should be cleaned - wash up and put away all crockery and equipment, clean cooker surfaces, wipe over kitchen work surfaces with anti-bacterial cleaner.
 - e. Empty any urns you have used.
 - f. Keep the lid on the bin, and wipe down the outside of it with anti-bacterial cleaner after use. Where possible please separate recyclable waste from general waste
 - g. Put waste food in the bin (no liquids in the bin please)
 - h. Do not leave any food on the premises.
 - i. Dispose of any used cooking oil (do not put it down the sink, take it away in bottles or containers).
 - j. Close the back door.
 - k. All food preparation should be carried out following the guidance supplied by the Environmental Health Officer.
2. The dishwasher is used at Hirer's own risk. Please follow the instructions, if unsure please seek help from the Duty Caretaker.

Deposits will be forfeited if the dishwasher is found the be damaged after use
3. No intoxicating liquors are permitted to be sold on any part of the premises without seeking permission of the Parish Manager and obtaining of an Occasional Licence which must be displayed.
4. Food and drink can only be consumed in room hired, not in corridors or any other part of the building.
5. Anyone using the kitchen must hold hygiene certificate and this should be shown when asked to produce it.

MUSIC IN THE CENTRE

The Premises are NOT licensed with the P.R.S. for performance of copyright music. Hirers must consult the Parish Manager before making arrangements for use of recorded music.

Hirers must ensure that noise levels are kept to reasonable limits. This is a multi-purpose community centre, no one room or group has preferential treatment over any other. Hirers are expected to be courteous and respectful to all users of the centre when playing music or noisy activities that may impede on other hirers enjoyment of the space.

A noise limiter fitted in our Main Hall, which limits the noise level to 95 decibels. If triggered the power will be cut to the hall and can only be reset by the Caretaker. Any attempt to bypass this system, will result in a full loss of deposit.

Deposit will be forfeited if excessive noise is made.

GAMBLING

Nothing shall be done on or in relation to the premises in contravention of the Betting and Gaming Laws, and persons responsible for functions held on the premises shall ensure that all requirements of the relevant legislation is strictly observed.

LOSS OF PROPERTY

The Centre Management Committee cannot accept responsibility for damage to, or loss or theft of Centre users' property or personal effects.

CAR PARKING

Hirers and their guests **DO NOT** have an automatic right to use the parking facility. Hirers and their users are expected to park in the marked bays only and use the overflow area (green fenced area) when instructed to do so by the Duty Caretaker. Users are expected to park considerately, shall not park at the entrance or exits or on any of the grassed or paved areas, in the 'Resident Only' bays or on any double yellow lines or any yellow hatched markings nor in the drop off area in front of church. If you are unsure please speak to the Duty Caretaker.

Hirers shall ensure that undue noise on arrival and departure is avoided.

The Centre Management Committee hold the hirer responsible for the actions of their guests.

DEPOSIT WILL BE FORFEITED IF CARS ARE NOT PARKED IN ACCORDANCE WITH THIS CONTRACT.

RUBBISH/SMOKING/URINATION/ILLEGAL SUBSTANCES

All litter, rubbish and glass shall be deposited in the relevant bins area adjacent to the kitchen.

Smoking of any substance is not permitted in any part of the Centre. If hirers are seen or found to have illegal substances on the premises, the police will be informed and the deposit will be forfeited.

If the hirer or any of their guests are caught or filmed urinating in the grounds of the Centre, this will result in a forfeit of the deposit. **The Centre Management Committee hold the hirer responsible for the actions of their guests.**

INDEMNIFICATION

The Hirer shall indemnify St Laurence Centre for the cost of repair of any damage done to any part of the property including the cartilage thereof or the contents of the building during or as a result of a booking.

SALE OF GOODS

The Hirer shall, if selling goods on the Centre premises conform to all Laws appertaining to the Sale of Goods. They should also note that no electrical equipment may be sold unless it bears an UK Standard safety test certificate.

TERMINATION OF HIRE

The Centre Management Committee reserves the right to terminate the hire if the premises are being used for an unlawful purpose or in any way which may endanger the premises or if the Contract is broken.

LAW

These conditions and all other express terms of the contract shall be governed and construed in accordance with the Laws of England.

We retain the right to levy an additional charge if, for any reason, our caretaker is unable to secure the premises, in a clean and tidy manner, including the Hall, within one hour of the termination of the let.

SET UP/TAKE DOWN

It is expected that hirers will incorporate enough time to make good the room as they should wish. The caretaker will be on hand in setting up/take down of tables and chairs and assist with hirers enquiries and queries throughout the booking.

STAFF & VOLUNTEERS

Our staff and volunteers have the right to work in a safe environment, they are here as representatives of the Parish Manager in his/her absence and are authorized to make such decisions pertaining to hirers obligations set out in this agreement. The Centre Management Committee will not tolerate abusive or threatening behaviour towards our staff and volunteers. If such an incident is reported; the hirers deposit will be forfeited and if necessary relevant authorities will be informed.

FLATS

There are a number of residential flats and houses present on this site and hirers need to be respectful of this. Hirers are not to enter any area residential area. This includes garden areas. If hirers are seen/photographed in these areas **this will result in a loss of deposit.**

ST LAURENCE CHURCH, CATFORD SAFEGUARDING POLICY

Child Protection Policy and Procedures

1. The Parochial Church Council (PCC) is responsible for the safety of children and young people taking part in activities on its premises, and in church-sponsored off-site activities.
2. An Attendance Register (or list of names and details) will be kept, in which will be recorded the names of every child or young person attending any particular activity.
3. This Register will be used for a safety roll-call in the event of an evacuation of the building(s).
4. For all activities (no matter how small the group) there will be at least two responsible adults present (over the age of 18 years), to safeguard children, youth people and their leaders.
5. Where possible, the gender of the responsible adults will reflect the make-up of the group. Where this is not possible, activities will take place in full view, in areas where doors can be kept open.
6. Leaders/supervisors should avoid being left alone with a child. Should this situation arise, another adult must be informed.
7. No child or group of children/young people shall be left unattended at any time.
8. Parents must give sanction for their children/young people to be transported in a vehicle. Drivers must always ensure that their vehicle insurance is valid for such journeys.
9. For their own protection, as well as that of the children/young people, adults must, as far as possible, avoid all unnecessary physical contact with children/young people in their care. A well-meaning friendly hug, arm round shoulders, pat or other form of touching can easily be misunderstood or misinterpreted.
10. It is the responsibility of the adults, who organise events, to ensure that children/young people are protected at all times, by taking reasonable steps to prevent injury, loss or damage occurring.

DECLARATION

I have received, read and understood, and agree to abide by the Child Protection Policy and Procedures of St Laurence Church, Catford, and will show evidence of this if so requested to do so.

I understand that my premises Booking Agreement may be terminated in the event of my failing to comply with these procedures.

Signature..... **Date**.....

Fire Evacuation

In the event of FIRE:

Raise the alarm using the red call points or hand wind the manual bell

Upon activation of a call point a CONTINUOUS BELL will be heard.

All persons, upon hearing this sound should leave the centre by the nearest, safest route:

Hirers should familiarise themselves with their nearest emergency exit.

Raise the alarm:

Hirers should call the Fire Brigade on 999 and state 'FIRE' at
ST LAURENCE CHURCH AND COMMUNITY CENTRE, 37 BROMLEY ROAD, CATFORD, SE6 2TS.

All persons should then report to the

ASSEMBLY POINT: CAR PARK EXIT on BROMLEY ROAD, where the group leader/lead hirer should conduct a roll call for their group and report back to the Duty Fire Warden who will liaise with the Fire Brigade. If there are no Duty Fire Wardens available, the hirer is responsible for acting as liaison with the fire brigade.

Please inform one of the following as soon as is as reasonably possible:
Vicar – The Rev'd Canon Fr Charles Pickstone 0208 698 2871
Duty Caretaker – 07549 692 7609

First Aid / Accident Reporting

In the event someone from your group becomes unwell whilst visiting the centre please send someone to the Parish Office where a first aider will be summoned.

If the Parish Office is closed, please find the Duty Caretaker.

If in the event there are no members of staff from the centre available to assist with your first aid / accident reporting hirers are ultimately responsible for the actions of their group and groups are expected to take all precautions as is reasonable and necessary including calling an Ambulance via 999 if necessary and reporting the incident to the Parish Office as soon as is reasonably possible.

First Aid Boxes are located:

Parish Office
Jubilee Room Kitchen
Main Hall Kitchen

The nearest A&E:

Lewisham Hospital, Lewisham High Street, SE13 6HL

Any accident, no matter how small should be reported to the Parish Office in a timely manner to be recorded in the Accident Book.

Other useful emergency information:

In the rare event of a firearms or weapons attack please adopt the RUN, HIDE, TELL procedure

RUN to a place of safety. This is a far better option than to surrender or negotiate. If there's nowhere to go, then...

HIDE it's better to hide than to confront. Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can. Then finally and only when it is safe to do so...

TELL the police by calling 999

Power loss / Electrical malfunction.

In the rare event the building loses power there are a number of emergency lights that will illuminate main entrances/exits for persons to leave the building via the nearest safe route.

Contact the duty caretaker in the first instance.

Useful Contacts: UK Power Networks 0800 31 63 105

COVID-19

Each area is cleaned before and after each hire along with regular cleaning of communal areas and touch points to help stop the spread of COVID-19.

Although there are now no legal requirements to wear face coverings indoors, hirers can should they choose to, wear face coverings and ask their guests/attendees to wear such items. Social distancing is optional and other than the maximum capacities for each area outlined on page 1 of this document, there are no legal requirements to limit numbers to stop the spread of transmission.

SITE MAP:

Highlighted below areas in which hirers should not enter without prior authorisation or supervision from the caretaker



END OF HIRE CHECKLIST

A checklist with the items listed below will be checked and signed by the duty caretaker and yourself at the end of the let.

The Duty Caretaker will put back the chairs and tables used, and will mop/sweep the floor in both the hall/room and any kitchen area.

Except for these Caretaking duties, you are expected to leave the hall/room as you found it.

You are expected to:

- Dispose of rubbish
- Clean ovens and work surfaces used
- Clean the dishwasher if used
- Ensure the hall floors are clear of rubbish
- Empty fridges used
- Take any canisters for helium away with you if you have balloons.

Please sign below to show that you have read and understood the checklist and the actions/incidents that will incur loss of deposit

IMPORTANT – PLEASE NOTE

Your deposit will be lost in full or in part at the Centre Management Committee’s discretion if any of the following should occur.

You may wish to appoint someone to ensure that this doesn’t happen.

- | | |
|---|--|
| Exceeding contracted time | Damage to noticeboards |
| Parking cars on <u>any</u> grassed area | Graffiti or vandalism in toilet areas |
| Not parking within the marked lines | Blocking roadway exits with cars
(space should be allowed for an ambulance or fire-engine to enter) |
| Taking chairs/
tables from other rooms | Consuming food and/or drink
outside the area hired or in the corridor |
| Damage caused by unsupervised
children | Congregating in the corridor
or in a room not hired |
| Exceeding the stated numbers
in a room – as agreed at time of hire | |

Signature..... **Date**.....