**ST THOMAS’ HALL HIRE – TERMS & CONDITIONS OF USE**

Thank you for your enquiry about hiring the hall at St Thomas’ Church Parish Centre.

These pages contain information on everything you need to know about hiring our hall, but if you have any queries that are not covered here then please phone our church office where our administrator will be happy to handle your enquiry.

All of our rooms are used extensively so we would ask that you leave the rooms clean and tidy ready for the next users.

Please read these pages fully before filling in the hall hire agreement enclosed in this pack.

**TOILETS**

The toilets are situated in the ground floor entrance hall. There are separate ladies and gents toilets and a disabled toilet which also has baby changing facilities.

**HALL**

Size: 10 metres x 13 metres. Accessibility: Fully accessible to wheelchair users. Ramp into main entrance.

**HALL HIRE REGULATIONS**

1. The Hirer is responsible for leaving the rooms as they find them.
2. The Hirer is responsible for any breakages and damages.
3. The Hirer will be charged from the time of entry until the last person leaves the building.
4. Due to fire regulations and restrictions within the deeds of the building, no alcohol is to be consumed on the premises, unless by prior agreement.
5. No smoking in any area of the Parish Centre.
6. No Tombola’s or Raffles
7. No Sunday Hire.
8. No Inflatables e.g. Bouncy Castles.
9. If using the kitchen and facilities, the ‘tick’ list must be completed by each user.
10. Only those who hold a ‘Food Hygiene’ and a ‘Health and Safety’ Certificate may be permitted to prepare or handle food.
11. The Hirer is responsible for making sure nothing is left in the rooms for collection later, as this could interfere with other usage, and might also be contrary to our Health and Safety Policy.
12. The Hirer is required for Fire Regulations and Auditing Purposes, to ensure that the enclosed register of attendance is completed and returned to the Parish Centre Office.
13. The Hirer is required to read and sign the information on page 5 regarding Safeguarding. Please sign two copies, one to be retained by the church, and one by your organisation.

**COST OF HALL HIRE**

The cost to hire the hall is £30 per hour. (Each additional hour £15)

**DEPOSIT**

A £50 refundable cleaning & security deposit will be required at the time of booking.

**PAYMENTS**

Payments can be made by cash, cheque or directly into the church bank account via BACS. Failure to keep up with the payments may result in the cancellation of your booking or period of hire and the hall hire agreement terminated.

**INSURANCE**

All individuals or groups hiring the hall need to have their own Public Liability Insurance, as legally you are not covered by the insurance of St Thomas’ Church for your groups activities.

**CHILD PROTECTION/ SAFEGUARDING**

This church has and operates an active Child Protection/ Safeguarding Policy, in accordance with the rules laid down by the House of Bishops and Child Protection Legislation.

The Parochial Church Council (PCC), as owner of the property, is anxious to ensure that all children, young people and vulnerable adults using our premises are safe. The PCC and the Vicar accept responsibility for Church events but draw your attention to the need for you to ensure that children for whom you are responsible are also safe. The PCC insures against Public Liability, but are not responsible for the actions of hall users.

**The Parochial Church Council wishes it to be clear that the care of children, young people and vulnerable adults attending your event is your responsibility.** Your use of the hall is conditional upon this. You may wish to take this into account in considering insurance as well as safety.

There is a Safeguarding form enclosed in this pack that will need to be read and signed.

Please make sure you:

* Know where the Fire Exits and Fire Extinguishers are.
* Know where the First Aid Equipment is located if you do not provide your own.
* Report any Safety Hazard to the Church Administrator or one of the Wardens.
* Make sure you have sufficient adults present at all times to supervise children present at your activity.
* Make sure that children are not allowed onto the premises before the appropriate adults arrive or are left at the end of your event.

**CAR PARK**

There is a small unsupervised car park at the back of the Parish Centre which may be used at the owners risk.

**FINAL NOTES**

All of our rooms are used extensively so please take care to leave them in the condition you would wish to find them.

I confirm that I have read all of the Terms & Conditions on these pages and understand all of the regulations and requirements in connection with hiring the hall.

I also understand that the care and safety of children, young people and vulnerable adults attending events I organise is my responsibility. I have read and signed the Child Protection/ Safeguarding Policy on page 5 explaining this and I accept the hiring of the hall depends on this.

**Signed ……………………………………………………………….. Date ……………..**

**Name ………………………………………………………………………………………….**

ST THOMAS CHURCH SAFEGUARDING

The Parochial Church Council of St Thomas’s Parish Church has a Policy for Safeguarding Children, Young People and Vulnerable Adults. A copy is attached. Your booking agreement is conditional upon you complying with it unless you already have an equivalent policy of your own. You are required to ensure that children, young people and vulnerable adults are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring; and that you carry full liability insurance for this. In particular this means that: you will comply with the attached good practice guide with children and young people or vulnerable adults unless you already have an equivalent; You will provide the church with a copy of your organisation’s Safeguarding Policy/ices or if you do not have one adopt the current parish policy; you will recruit safely all current paid and voluntary workers who work with children and/or vulnerable adults, by obtaining satisfactory disclosures from the Disclosure and Barring Service where eligible, and keeping records of dates and disclosure numbers indefinitely; you will keep a list of the names of all paid and voluntary workers with regular and direct contact with children/vulnerable adults, and update it annually; you will always have at least two leaders over the age of 18 years in any group of children and young people, no matter how small the group; no person under the age of 18 years will be left in charge of any children or young people of any age; no child or group of children or young people should be left unattended at any time; a register of children, young people or vulnerable adults attending the activity will be kept securely. This will include details of their name, contact details of parent/guardian/carer etc., date of birth and next of kin; you will immediately (within 24 hours) inform the Parish Safeguarding Officer of:

(a) the occurrence of any incidents or allegations of abuse or causes of concern relating to members or leaders of your organisation, and contact details for the person in your organisation who is dealing with it

(b) any known offenders against children or vulnerable adults seeking to join your membership, and manage such allegations or agreements with offenders in co-operation with statutory agencies, and with the church.

The Parish Safeguarding Officer for St Thomas’s Church is:

Name: Anne Sinar. E-mail: annesinar@gmail.com

Declaration I agree to abide by appropriate safeguarding procedures. I understand that my booking agreement may be terminated in the event of my failing to comply with these procedures.

Signed ………………………………………………… Designation …………………………… Organisation …………………………………………. Date …………………………………….

Please sign two copies, one to be retained by the church, and one by the organisation

**CONTACT DETAILS**

Church Office: email: office@stthomasblackpool.org Phone: (01253) 399276

Church Wardens: Nicola Anderson: Email: miss.mad3@gmail.com Phone: 07495345448

Treasurer: Alison Wilkinson: Email: alisonwilkinson88@hotmail.com

Safeguarding Officer/ Data Protection Officer: Anne Sinar email: annesinar@gmail.com