

General Conditions of Use and Hall Safety.

1. Harnham PCC has the right to refuse, and not give a reason, any booking application from any user(s) or group(s).
2. Harnham PCC has the right to cancel a booking(s). This could be for a variety of reasons ie maintenance/repairs, elections, Parish events, community need etc.
3. All bookings are subject to the following occupancy limits which have been provided by Wiltshire Fire and Rescue.

Meeting Room

All uses 25/30 depending on use.

Main Hall

When used for functions utilising tables and chairs 100
When used for a standing audience/close seated audience 150

(When setting out close seated audience you must allow an aisle for access to emergency exits, experience has shown that in these circumstances you only really have room for 150, less with a stage area. Also when we refer to stage we also mean bands, discos, bouncy castles, projector table, buffet tables etc that take up some of the floor space – this will also affect the numbers possible).

4. All property of the user(s) and rubbish must be removed at the end of the booking period.
5. All advertisements and publicity for functions held in the hall must clearly display the name of the person or organisation holding the function. No bolts, screws, nails, tacks or adhesives are driven into or placed on any part of the premises. Posters or placards will not be permitted on the premises except upon the boards provided for that purpose.
6. The user(s) are responsible for the proper conduct of everyone using the Hall during the period of use. In particular, the user must keep noise to a reasonable level, having due regard for nearby residents, and should keep the main doors to the Hall closed for this reason. The PCC or its authorised representatives may stop any meeting, entertainment or function, at any time, which is not properly conducted.
7. Parties for children under the age of 14 must adhere to adult child ratios, and hirer must sign the Extra condition for hire for a children's party.
8. For safety reasons children must never be allowed in the kitchen, unless being closely supervised by a responsible adult during a specific activity involving cooking. ie Youth Club Cooking Class
9. The user(s) are responsible for all damage done to the Hall including any fixtures, fittings and any other articles in it during the period of use. (Any such damage will be invoiced and settlement in full is required within 30 days to the extent not covered by any deposit).
10. All electrical goods that you bring along to use in the hall must be PAT tested.
11. All crockery used must be washed by hand or in the dishwasher and put away. Chairs and tables must be returned to their designated positions or returned to store room. Chairs in the storeroom must not be stacked more than 8 high.
12. If you use any of the tablecloths, please take them home to wash and return within 3 days.
13. Any property or equipment left or stored in the Hall or in the hall car park, is done so at the user's own risk and own insurance.

14. Four large brown tables, 20 chairs and a flip chart are to remain in the Meeting Room at all times as this room is hired out on regular basis.
15. The Meeting Room and Hall are two separate rooms and are hired out separately. Unless you have hired both rooms, you must stick to the room hired. It is not unusual for both rooms to be used at the same time by two different groups. When both rooms are in use the kitchen facilities are shared.
16. The hall must be swept and the kitchen and toilets left clean and tidy before leaving. If you use the cooker this must be left clean after use. All spillages must be cleared up immediately. **All rubbish generated by your booking must be taken home.** The hall user(s) must ensure that all taps are turned off, lights and power switches turned off, and windows secured and doors locked when the premises are vacated. Any breakages or portable equipment considered un-safe should be recorded on the notice board in the kitchen or by posting a note through the Parish Office Door. Further information on the kitchen can be found at the end of these conditions.
17. In common with all public buildings smoking is not permitted anywhere in the building. We also prefer that electronic cigarettes are not used on the premises.
18. The hall is heated by an Air Source Heat Pump. The temperature is pre-set for each room. The thermostats in each room have been locked, as it is not possible to instantly cool or heat a room. Temperature variations take around 1.5hours to take effect.
19. The hall is part of eco church by default and we expect all users to use eco friendly cleaning products. Washing up liquid, hand wash and general cleaner are all provided on site.
20. Keys are collected from the Parish Office on the Friday prior to your room hire and returned, through the Parish office door straight after your booking.

Hiring Charges

- In addition to the hire fee there is also a £50 deposit to pay, which will be returned after your booking providing you have adhered to these conditions, the hall has been cleaned, everything has been returned to its original place and you have taken your rubbish home with you. **If not, the deposit will not be returned.** For parties where alcohol is being served the deposit is £100.
- Should you cancel the booking 21 days or less before the date of hire. You will lose the deposit but we will return the hire charge if this has been paid in advance.
- A booking is provisional until booking form and safeguarding agreement are returned, along with full payment.
- All payments can be made by Bank Transfer to Lloyds Bank, Harnham PCC, 30-97-41 and account number 68625568.
- Last minute bookings ie less than 14 days before a date, are at the discretion of Harnham PCC.
- Regular users pay as agreed with Harnham PCC.
- The person booking the Hall or Meeting Room must be 25 years or over and return a completed booking form with all relevant information. This form must also be signed to acknowledge that they agree to abide by the conditions of hire as laid out in this document.

Child and Adult Protection

- Regular users who have any involvement with children are required to have their own Child Protection Policy and procedures.
- All adhoc/casual bookings need to sign the Safeguarding Agreement and return with the booking form.
- It is the responsibility of the user(s) to ensure the protection of any children or vulnerable adults using the Hall.
- Parents organising parties for children must sign the additional Safeguarding form.
- **If you are hiring the Hall, no access is permitted through the internal doors, or via the new kitchen, to the Meeting Room. (This is only permissible when hiring both the Hall and the Meeting Room).**
- **If you are hiring the Meeting Room, no access is allowed through the internal door, or the kitchen to the Hall. Access to the toilets and old kitchen/storeroom is via the Main Hall doors.**
- **Users in the Hall must accept that visitors may access the toilets, not just from the Meeting Room but also from St. George's Church.**
- Harnham PCC has the right to cancel a booking if there is a risk of strangers coming into contact with Children or Vulnerable Adults.

The Field

We share the field with Harnham Scout Group. If you plan to use the field for your event there is an additional charge for this. We also need to check that the Scouts have no plans for the field at the same time.

Alcohol

If alcohol is to be consumed on the premises, a returnable £100 deposit is levied, payable with this booking form. The PCC does not hold a Liquor Licence. If one is required for your function **YOU** need to apply to the Local Magistrates Court or Local Council for a Temporary Events Notice, whichever is required for your event. Without the relevant licences alcohol cannot be sold, this also includes events where the ticket price includes a glass of wine. Please check with the relevant authorities. Please also let the Parish Administrator know that you intend to get a licence as the hall is only permitted to have 15 in one year, you will be refused a licence if the hall has reached its capacity. Any £100 deposit will be returned within a month of the hire if no damage is reported.

Insurance

The hall insurance details (public liability) are displayed on the notice board, just inside the main entrance to the Hall. However, the user must take out its own insurance to cover other claims which may arise in relation to its use of the Hall.

Parking

1. The Car Park is for the use of patrons using the Parish Hall, and St. George's Church only and only for the duration of your hall booking or visit to the church. It is not a Public Car Park.
2. Please only park in the highlighted space, and DO NOT park on the field.
3. The Scout Hall car park is only for use by those using the Scout Hall.



4. Users are advised that the parking spaces belonging to the Hall should be used sensibly. When leaving the Hall at night, consideration should be given to our neighbours and their right to a quiet and peaceful environment.
5. All vehicles parked in the Hall car park are parked at the owner's risk. Harnham PCC are under no liability to insure against loss, theft or damage to vehicles.
6. All doors to the Hall must not be obstructed at any time and must be kept free for emergency services.
7. Users should consider whether they need to control car parking. If a large event, parking should be controlled by marshals wearing high visibility vests.

Fire and Emergencies

1. Copies of the Hall Risk Assessment and Fire Assessment are in the information folders in the Hall and Meeting Room. Hall users must be aware of their contents.
2. The user is responsible for calling the Fire Brigade for any outbreak of fire, however slight, and for reporting this immediately to one of the Emergency telephone numbers below.

In the event of an emergency the postcode for the hall is SP2 8EY

3. The user must ensure that all exits, emergency exits and fire appliances in the Hall are free from obstruction and available for use at all times during the period of use.
4. In the event of a fire, everyone should leave the building, ensuring, if possible, that all doors and windows are closed. Outside the building a check should be made to ensure that all persons are present. The Officer in charge of the Fire Brigade should be informed whether or not all persons have been safely evacuated. No one must be allowed to re-enter the building until permission is given by the Senior Fire Brigade officer present. Fire assembly point is on the South side of the grass next to the fence.
5. All hall users must ensure that there is access to a mobile phone at all times when the Hall is in use to enable contact with any of the emergency services should they be required.
6. Any accidents that need to be recorded in the accident book need to be reported on the slips provided on the main hall notice board or in the Hall Guides found in the Meeting Room, Kitchen and

Hall. Completed slips to be posted through the Parish Office door for the attention of the Parish Administrator.

Emergency Contact

	Parish Administrator	07925 108856
Revd. Becky Roberts	Vicar	01722 333564

Rights of Access of the PCC/Hall Management Committee

Harnham PCC and any persons authorised by them shall have the right to enter any part of the Hall at all times.

FURTHER KITCHEN GUIDANCE

We now have a new industrial kitchen which is used by both Meeting room and Hall users. There are full instructions on using all the equipment on display or in a folder in the kitchen for your information.

For most bookings the following information is a general guide:

- Cupboards are all labelled and everything is available for general use with the exception of the plastic boxes labelled with individual group names.
- Feel free to use the fridge and freezer but please do not use any of the items that are there on your arrival as this is for some of the church groups. Please label clearly any items you leave in there if not for immediate use.
- There is no serving hatch now but feel free to wheel the moving worktop out into the main hall to use as a serving surface. (There are two moveable surfaces, one has sides on and is a heated trolley, this is mainly for serving hot meals, the other has no sides but is on wheels.)
- There are 3 sinks in the new kitchen, one for hand washing, one for washing pots and one for washing fresh food.
- There is now a commercial dishwasher for use (full instructions are displayed on the wall above). It needs 30 minutes for the water to heat up, so not possible to turn on and use immediately. Once heated you can load the dishwasher (only one tray at a time) and it has a 2 minute or 3.5 minute cycle. Once completed lift tray on to draining board above and items should air dry in a few minutes. It is your responsibility to empty and put away all items in the dishwasher and empty the water after use.
- Should you plan to wash up by hand please bring your own tea towels. Any left in the kitchen after use will be thrown away.
- Kettles are provided. There is an extra charge for the hot water heater.
- Only use a soft cloth and the cleaning solution provided to clean the work surfaces. This is because some cloths and cleaners can scratch the surfaces.
- Users' outdoor coats should be hung in the entrance hall or Meeting Room and not in the kitchen. Personal bags may be stored during kitchen use on lowest shelf of the wire rack unit. They must not be stored on the worktops.
- IT IS YOUR RESPONSIBILITY TO:
 - LEAVE THE KITCHEN CLEAN, THIS INCLUDES THE OVEN IF YOU USE IT.
 - EMPTY THE DISHWASHER AND PUT AWAY CROCKERY/UTENSILS ETC AND EMPTY THE DISHWASHER OF WATER.
 - THE BINS IN THE KITCHEN ARE FOR YOUR CONVENIENCE. ALL BOOKINGS ARE EXPECTED TO TAKE HOME THEIR RUBBISH and remove the bags from the bins in the kitchen. (The Hall no longer has a regular weekly refuse collection).
 - REPORT ANY BREAKAGES OR CONTAINERS THAT NEED REFILLING. (This can be done on the notice/white board in the kitchen or by putting a note through the Parish Office door).