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Charity Registration No: 1134116

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## PREMISES HIRE TERMS CONDITIONS RULES AND REGULATIONS

The Premises at Beckenham Baptist church are primarily for church activities. We are, however, happy for them to be made available for hire on a discretionary basis to local community groups and individuals when they are not needed for church use.

It is the hirers responsibility to carry out their own Risk Assessment to identify any hazards that may pose a risk to their particular use of the premises; to evaluate the level of any such risks and to decide whether existing precautions are adequate or more should be done. Any risks identified that are not covered by these Premises Hire Terms Conditions Rules and Regulations should be reported to the Church Administrator. This Risk Assessment must be supplied to the Church Administrator for review and approval before the hire commences.

Hirers will be issued with a key for use on the date of their event/function. A door code will also be provided, this will change on a regular basis and provided to those who need it. This should be collected from the church office in the week prior to the date of the event/function – please phone or email to make an appointment with the Church Administrator. After a one-off event/function the key should be returned through the letter box of number 4 Elm Road – please do not ring the bell, just post the key through the letter box.

We do not have a caretaker on site and therefore it is essential that all hirers accept responsibility for cleaning up after functions (see 2.9).

The hirer shall indemnify the church for the cost of repair, for any damage done to any part of the property, or contents, which may occur as a result of hiring. The church will not be responsible for any loss, damage or injury incurred during the use of the church premises. Any queries regarding hiring policy will be referred to the Church Administrator.

### 1. RESPONSIBILITIES

1.1 The named hirer is deemed to be the "person in charge" for all matters, including safety unless he/she delegates this to another person.

1.2 The person in charge must:

- make him/herself aware of these Terms and Conditions
- at the start of the hire period ensure that all doors, bolts and locks etc., likely to be needed in an emergency operate freely and report any defects to the Church Administrator
- take due care to prevent accidents and do nothing which could cause fire
- ensure that the fire doors are kept closed and NEVER wedged open

- report any incident (including accident, injury, illness, near miss, fire smoldering, theft or other crime, damage, loss or other untoward event) to the Church Administrator
- ensure no wax, chalk or other substance is used on the floor, walls or elsewhere without the approval, in writing, of the Church Administrator
- not allow ball games, except where soft balls are used
- in the case of children's parties, ensure all rubbish is removed from the premises completely and disposed of by the person in charge
- ensure water, heaters, lights, all electrical equipment, gas stove and oven are used wisely and economically
- not tamper with the radiator settings
- remember that the church is situated in a residential area and:
  - Ensure that the activities carried out in the premises cause no noise nuisance to our neighbours.
  - There is limited parking on site which is shared with other people/groups, please park considerately, within the marked bays, allowing other users to access and exit the parking areas without obstruction
  - Noise levels should be kept to a reasonable level both during the hire time and on leaving the premises
  - Remind people leaving after 10.30 p.m. to do so as quietly as possible
- appoint attendants (minimum 1, preferably 3) and instruct them in their duties:
  - the protection of the premises from fire
  - ensuring that the evacuation routes and assembly points remain clear at all times
  - the need to maintain access to all exits throughout the period of hire
  - use of the fire extinguishers
  - where cooking is involved, that those working in the kitchen know where the fire blanket is and how to use it safely
  - how to summon the Fire Brigade
  - ensuring that the 'No Smoking' rule is observed at all times

## 2. GENERAL

- 2.1 The full cost of any damage to, or loss from, the parts of the premises used by the hirer during the period of hire shall be met by the hirer. It is a requirement for hirers to leave the rooms they use to leave the rooms they use in a clean and tidy condition.
- 2.2 No entry to the premises shall be permitted before and after the time of hire. Any additional time needed for setting up or clearing away purposes must be included in the time of hire. If extra time is taken the church reserves the right to charge for that time. Where the agreed letting time is exceeded, the hirer will be liable for excess charges.

- 2.3 Hire charges are normally reviewed annually, and two months' notice will be given of any alterations to charges.
- 2.4 We reserve the right to alter or cancel a booking if the premises are required for church use or for other reasons beyond our control. Under these circumstances, a period of two weeks' notice shall be given for regular users and as much notice as possible will be given for one-off bookings.
- The church reserves the right to cancel the hiring agreement, at short notice, if it is of the opinion that such hiring is of an undesirable nature. This action will not be taken unreasonably.
  - The church reserves the right to cancel the hiring, at short notice, in the event of the premises being required for use as a polling station or for any use in connection with a national or local emergency.
  - The church shall not be liable to the hirer for any resulting loss during these circumstances.
- 2.5 Payment terms will always be agreed at the time of booking and for children's party's payment is required in advance. Additional charges may be levied in the event of unreasonable damage or insufficient clearing up following your booking. The hope and expectation will always be that hirers will, to the best of their ability, leave the premises in a tidy condition.
- Regular users will be issued with a key against a deposit of £25.00 and will be held responsible for its use.
- Regular users are asked to provide two weeks' notice of cancellation or normal charges will apply
- 2.6 Smoking is not permitted on the premises.
- 2.7 The premises are not licensed for the sale of alcoholic drink. The supply or consumption of alcohol is not permitted on the premises.
- 2.8 The premises may only be used for appropriate events and not used for any purpose other than that described in the hiring agreement and the hirer shall not allow the premises to be used for any unlawful purpose.
- 2.9 The premises and equipment used must be cleaned after use and furniture should be replaced. Hirers should check that any lights, water, electrical equipment, heating or cooking facilities used are switched off and the washrooms are empty before leaving. All windows and doors (including fire doors) must be closed and locked on exit. The hirer will be responsible for providing all labour required for supervision of the premises and contents during the period of hire.

### 3. IN THE EVENT OF FIRE

- 3.1 The nearest trained person or person in charge may, if it is safe to do so, attempt to extinguish a fire using the appropriate extinguisher.
- 3.2 Those fighting the fire must ensure a means of escape is always available.
- 3.3 If the fire cannot be extinguished IMMEDIATELY the signal for evacuation (see 4.3 below) must be given.
- 3.4 If the fire appears to be getting out of hand no further attempts must be made to extinguish it.
- 3.5 A fire blanket is sited in the kitchen to extinguish pan fires or clothing fires. Those using the kitchen for cooking MUST read the instructions on the fire blanket container, in particular:
  - turn off the gas
  - pull the tapes to release the blanket
  - wrap the blanket around the hands before attempting to place it over the pan to ensure the hands are not burnt
  - leave the blanket in place until the pan cools below the ignition point of the contents

The blanket can also be used to wrap tightly around someone whose clothes are on fire.

### 4. EVACUATION OF PREMISES

- 4.1 Those responsible for assisting in an emergency evacuation are the person in charge and those appointed by that person as attendants.
- 4.2 The premises must be evacuated in the event of any fire which cannot be extinguished IMMEDIATELY or where, for any other reasons (fear of immediate structural collapse) evacuation is considered essential.
- 4.3 The signal for evacuation will be an announcement such as: "There is an emergency leave at once by the nearest available exit and assemble in the Car Park - please move quietly and quickly."
- 4.4 On the evacuation signal being given, the following actions and responsibilities will apply:

The person in charge will direct oversight of the evacuation

The attendants will (singly or together, depending on what needs to be done):

- call the Fire Brigade on a mobile telephone stating: "Fire at Beckenham Baptist Church, Elm Road, Beckenham."

- assist in encouraging people to leave quickly but without panic via the nearest available exit including the designated emergency exit
- if one exit is impassable, direct people to an alternative exit
- before leaving, check that no one is left in the toilet, kitchen, lobbies or any other part of the premises
- if there is time to do this safely, turn off electrical equipment (but not the lights), and gas heaters and close windows and doors to prevent the spread of fire
- leave via different exits, closing doors behind them to minimise spread of smoke or fire by stationing themselves nearby, warning anyone not to enter the building while the emergency exists
- take charge of those who will have assembled in the car park keeping them well clear of the premises
- when it is safe to do so (and if the Fire Brigade have been called, it is they who will say when the building is safe enough to be re-occupied) they must advise people that they may re-enter the premises; otherwise ask them to disperse

## 5. KITCHEN

### 5.1 Those using the kitchen for cooking or food preparation must ensure:

- they advise the Church Administrator of their wish to do so on the Booking Form
- know how to use the fire blanket safely
- the requirement to keep the kitchen cupboards, work surfaces, stove, oven and utensils clean and hygienic is adhered to
- that they know the statutory food health and hygiene regulations, which must be observed
- that children must not be allowed in the kitchen whilst any cooking or food preparation is in progress unless this is part of your activity.

## 6. CHILD PROTECTION POLICY

6.1 There is a signed current Child Protection policy in the Church Office. Hirers are welcome to see a copy of this should they so wish. Organised groups using these premises - working with children - should ensure that they have their own child protection policy and their procedures that are consistent with these standards.

6.2 It is the responsibility of the hirer to ensure that all necessary Child Protection checks have been undertaken before hire commences. The Church cannot accept any responsibility for the hirer's failure to comply with this requirement.



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## 7. PROTECTION OF VULNERABLE ADULTS

7.1 There is a signed current Vulnerable Adults policy in the Church Office. Hirers are welcome to see a copy of this should they so wish. Organised groups using these premises – working with vulnerable adults - should ensure that they have their own policy and their procedures that are consistent with these standards.

It is the responsibility of the hirer to ensure the protection of any vulnerable adults using the premises. The Church cannot accept any responsibility for the hirer's failure to comply with this requirement.

## ACCEPTANCE OF THESE TERMS.

Once you have read these Terms Conditions Rules and Regulations - please sign at the bottom of the Premises Hire Booking Form. In signing it, you are acknowledging that you accept these terms, you commit to following government guidance for your specific activity, and that you have seen and agreed to the terms and conditions of the Child Protection Policy Statement.