

St George's Centre, Wash Common, Newbury Conditions of Hire

Deposit

1. For private functions, a security deposit will be required over and above the hire charge and the cheque will be banked prior to the hire. The deposit will be returned after the event (via a cheque) less the cost of any extra cleaning or repairs, which are required as a result of the hire.

Safety and Security

2. Hirers must be over 25 years of age and approved by the Centre Management Committee.
3. It is against the law to smoke in any part of St George's Centre.
4. Any electrical appliances brought into St George's Centre must have a current certificate of electrical safety (PAT Test). Please ensure that all electrical equipment is turned off before exiting the hall.
5. For Health and Safety reasons, fireworks must **not** be set off from the premises.
6. Within the Hall, the main partition of the break out room must not be moved. If the extra space of the breakout room is required, this must be booked in advance of the hire. There will be an additional cost for this service, as the main partition takes time to open and this operation can only be carried out using a special tool and by designated people.
7. In order to retain floor condition chairs and tables are to be lifted, not dragged. Within the Hall, all tables and chairs must be returned to the storage room and placed on their storage trolleys at the end of each hire. Instructions are posted for this activity. Please take care when operating the roller shutter door.
8. Before vacating the Centre, please ensure that all windows are fastened, that all doors are locked, that the cooker is off and all lights are switched off.
9. Hall windows may be opened to assist ventilation, but please open windows only at the car park and school ends of the building to minimise noise effects to neighbours. Fire exits and windows on the long side of the hall must be left closed at all times. It should be noted that the Hall may be ventilated using its three roof extractors – these can be switched on from the electricity cupboard by the front door. If used please switch them off at the end of hire period.

Housekeeping

10. Users should leave the Centre in a clean and tidy condition at the end of their hire period. The floor should be swept. Any spillages onto the floor should be wiped up immediately with a clean damp cloth. ***Please note that the length of time the facilities are hired and paid for must include the time required for setting up and clearing up.***
11. Notices or objects may not be fixed to any of the walls. Moveable display boards may be used, but posters, pictures etc. must be removed at the end of each hire.
12. Heating is controlled by room thermostats, which must not be altered.
13. All breakages/damage should be reported as soon as possible after the hire to the Centre Management Team via the Church Office. The hirer may be liable for the cost of replacement/repairs.
14. The kitchen is to be left tidy and clear of all utensils, food, cleaning materials and rubbish sacks. Crockery, cutlery and other equipment should be returned to appropriate cupboards and drawers. Surfaces should be cleared and wiped. Please make sure the dishwasher and cooker are clean and empty before exiting the hall. Please remove all food remaining at the end of the hire period and ensure that you do not leave items in the fridge.
15. Hirers are responsible for the removal of **all waste** from the site including empty bottles. Waste should **not** be placed in the bins outside the hall but must be taken away.
16. Cooker instructions may be found in the kitchen. Please clean the cooker after use, and replace any shelves that you have removed from the oven.

17. Please check that the toilets are flushed and mopped where necessary before leaving at the end of the hire.

Supply of alcohol

18. Please note that any hirer is welcome to supply alcohol at his/her function providing that no sales take place – glasses must be provided by the hirer and all empty bottles/cans taken away.
19. However, St George's Hall does have a Premise Licence permitting the sale of alcohol under Schedule 8 to the Licensing Act 2003. Under the terms of the Act the retail sale of alcohol is only permitted when all provisions are met by the seller – this includes the requirement for supervision of the retail sale of alcohol at St George's Hall by the Designated Premises Supervisor or his nominated deputy. Unauthorised sale of alcohol is a criminal offence, which carries heavy penalties.

The Designated Premises Supervisor in respect of alcohol sales is Terry Rayson who can be contacted on 01635 41967. You must speak with him directly should you wish be considering the provision of a cash bar as part of your hall booking arrangement.

Fire regulations and responsibility in the event of such occurrence

20. St George's Centre meets all requirements in respect of applicable fire regulations.
21. It is the Hirer's responsibility to ensure that fire exits, and approaches to them, are kept clear and available for evacuation in the event of a fire.
22. It is the Hirer's further responsibility, in the event of fire occurring, to supervise swift and complete evacuation of the building and, subsequently, to call the Fire Brigade.

Public liability insurance

23. St George's Church holds Public Liability Insurance, but this only covers Church events. Hirers should consider their insurance position when planning any event to be held at the Centre.

Child safety

24. You are required to ensure that children are protected at all times, by taking all reasonable steps to prevent the occurrence of any injury, damage or harm.

Outside Equipment

25. The outside children's play equipment belongs to the St Georges Preschool. This is NOT available as part of the hire of the church hall/rooms. You will need to seek permission from the St Georges Preschool to use this equipment. This is done at your own risk. All equipment must be properly supervised by responsible adults,.

Declaration

I understand that the retail sale of alcohol without a licence is a criminal offence and confirm that it will not take place during the hire period unless arranged with Terry Rayson; failure to comply will be my personal responsibility and not that of St George's Church or its members.

I further confirm my understanding that St George's Church and its members have no responsibility for loss or injury due to fire or other cause during the period of hire.

Signed Date

Name (please print)

**PLEASE CAN YOU ENSURE THAT ALL DOORS A LOCKED WHEN EXITING THE BUILDING.
THIS INCLUDES THE FIRE ESCAPE DOORS AT THE BACK OF THE MAIN HALL.**