

WONERSH CHURCH

St John the Baptist, Parish of Wonersh with Blackheath

Terms and Conditions of Hire for Lawnsmead Hall

General

Lawnsmead Hall is the property of St John the Baptist, Wonersh under the care of the PCC. As part of a centre of Christian worship the PCC may decline bookings to organisations whose aims and values are contrary to the spiritual mission of Wonersh Church. The Hirer shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof.

Access to Lawnsmead is by key code. The Bookings Secretary will advise you of the procedure.

For evening bookings the rooms must be vacated by midnight unless by prior arrangement with the Bookings Secretary. The number of people in the rooms must not exceed 100 in the Main Hall, 40 in the Turner Room. There must not be more than 120 people on the premises at any one time.

Parking spaces are limited in the car park. If visitors need to park on the main road, please ensure that they park considerately ie not up on the pavement in a way that makes them impassable for pedestrians. Under no circumstances may hirers park on the access road to Lawnsmead Hall or on the spur to the adjoining cottages.

End of Hire

The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured.

- Return tables and chairs to their storage positions, sweep the floor and / or vacuum the carpet. Cleaning equipment is situated in the storage room.
- Please put all rubbish in the refuse and recycling wheelie bins in the carpark.
- Ensure all windows and doors are close throughout the premises.
- Check all power and lights are off

Payment

Payment for the hire of the room/s must be made upon receipt of invoice. A returnable deposit of £100 will be taken to secure each booking and returned to the Hirer within 7 days of the hiring providing that no damage or costs have been incurred by the hirer.

Supervision

The Hirer shall, during the period of the hiring, be responsible for: supervision of the premises, the fabric and the contents; their care, safety from damage however slight or change of any sort and the behaviour of all persons using the premises whatever their capacity; including proper supervision of the car parking arrangements to avoid obstruction of the highway and to neighbouring properties. If required, the Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

Using the Kitchen

For health and safety reasons, the Hirer is required to ensure that the kitchen in the same clean condition as provided at the commencement of the hiring. Users using Lawnsmead crockery, cutlery

and kitchen equipment must use the dishwasher to maintain standards of hygiene. The dishwasher must be emptied, drained and all items put away. Hirers are required to provide their own tea towels. Children under 5 years are NOT allowed in the kitchen under any circumstances. Children between the ages of 5 and 16 must be supervised by a responsible adult at all times when using the kitchen.

Licences

The Hirer shall be responsible for obtaining such licences as may be needed. The Hall is not licensed for the sale of alcohol. The Hirer may wish to apply to Waverley Borough Council for a Temporary Event Notice (TEN). Please note a premises can only receive 12 TENS in any calendar year and they cannot be immediately adjacent to one another. Please advise the Bookings Secretary if you intend to make an application for a TEN.

Gaming, Betting and Lotteries

The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

Public Safety Compliance

The Hirer, not being a person under 25 years of age, hereby accepts responsibility for being in charge of and on the premises at all times when the public are present (via authorised representative, if appropriate) and for ensuring that all conditions of the Public Entertainment and other licences relating to management and supervision of the premises are met.

There shall, in addition to the Hirer, be a minimum of 2 competent adults on duty on the premises to assist people entering and leaving.

All persons on duty shall have been instructed as to their essential responsibilities in the event of fire or other emergencies, including attention to disabled persons, the location and use of the fire fighting equipment available, how to call the fire brigade and evacuation procedure.

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority and Local Authority as set out within the Hiring Agreement, the Conditions of Hire, the Safety Instructions and any conditions of a TEN, if applicable.

All means of exit from the premises must be kept free from obstruction and immediately available for free public exit. The Hirer is responsible for ensuring that all users are aware of the location of fire exits and extinguishers.

The Hirer will ensure that at any time no more than 120 persons are on the premises.

The Hirer will be responsible for undertaking a Risk Assessment of their facilities, equipment and activities.

Health, Hygiene and Smoking

The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.

Lawnsmead Hall is a non-smoking premises and as such smoking is strictly prohibited in all internal spaces of the Hall.

Electrical Appliance Safety

The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be used in a safe manner, have an up to date electrical testing certificate (PAT) or is within one year of purchase.

Indemnity

The Hirer shall indemnify the PCC in full for any nuisance or damage caused as a result of the booking and the PCC shall be entitled to retain part or all of the deposit. Any such nuisance or damage is to be reported to the Church Office immediately or the next working day.

To the fullest extent permitted by law but not otherwise, neither the PCC nor its employees, agents or other representatives shall be liable for any loss, damage or injury to any person or property, whatsoever, caused by or arising out of the hire of the Lawnsmead Hall whether such loss, damage or injury may arise as a result of the negligence of the PCC, its employees, agents or other representatives or in any other manner, and every person using Lawnsmead Hall in every respect does so at their own risk.

Safeguarding

The Hirer confirms that he / she has received a copy of the Parish Statement of Safeguarding Policy, has an understanding of it and undertakes to follow it or comparable equivalent guidelines and procedures (such as Scouting and Guiding national safeguarding policy) for the safeguarding of children, young people and vulnerable adults at the Building.

Accidents and Dangerous Occurrences

Any personal injury sustained on the premises must be recorded in the Accident Book that is found in the kitchen on the shelf by the First Aid sign. Any injury however caused must be reported to the Bookings Secretary as soon as possible reasonably practical. If there is a smell of gas, the gas isolator is outside the back fire door exit next to the kitchen. Please report any concerns as soon as possible.

Animals

The Hirer shall ensure that no animals (including birds) except guide dogs are brought into the premises, other than for a special event agreed to in advance by the Bookings Secretary. No animals whatsoever are to enter the kitchen at any time.

Children

The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of the Children Act of 1989. Please note that DBS checks may be required for certain activities (the Hirer should have regard to the Parish Statement of Safeguarding Policy). There shall be, in addition to the hirer, a minimum of 2 competent adults on the premises at all times.

Teenage Parties (13 – 17 years)

In addition to all the existing conditions stated, the following conditions also apply:

The Hirer will be the parent or guardian and will be in attendance at the party at all times. The Hirer will sign the Booking Agreement.

There will be a minimum of 4 adults in attendance at the party at all times.

Excluded events

Lawnsmead Hall is not available for 18th or 21st Birthday Parties without the specific permission of the PCC and / or Wardens.

Sale of Goods

The Hirer shall, if selling goods on the premises comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organiser's name and address.

Cancellation

Cancellations must be made to the Bookings Secretary at least 28 days in before the date booked. Any cancellation after that date will incur a cancellation fee of 50% of the fee. The PCC reserves the right to cancel a hiring by written notice to the Hirer in the event of the premises being required for use as a Polling Station in which case the Hirer shall be entitled to a refund of any deposit already paid.

Unfit for Use

In the event of the Hall or any part of the building being rendered unfit for the use for which it has been hired the PCC shall refund the deposit but not be liable to the Hirer for any resulting loss or damage whatsoever.

Refusal of Booking

The PCC reserves the right to refuse a booking without notice or to cancel this booking agreement at any time either before or during the term of agreement upon giving 14 days notice in writing to the Hirer. The Hirer shall be entitled upon such notice to reimbursement of such monies including the deposit paid to the PCC but not a further payment of compensation.

Stored equipment

The PCC accepts no responsibility or liability for loss or damage to any stored equipment or other property brought on to or left at the premises. All equipment and other property (other than authorised and stored equipment) must be removed at the end of each hiring.

Noise

The Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. Car doors banging, music and loud talk in the car park disturb local residents.

Regular users

Regular users will be invoiced half termly. Failure to pay within 28 days of the date of the invoice may result in suspension of the use of the facilities.