

THE PARISH OF WISLEY WITH PYRFORD

Parish Office
Church of the Good Shepherd
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Prior to the completion of the Hall Hire Booking Form for an event to be held in the parish's premises, it is important that you take time to read the Hire of Premises Agreement and the Terms and Conditions of Hire. This will ensure the smooth running of your function and adherence to the terms of business contained herein.

Hire of Premises Agreement

1. By completing the Hall Hire Booking Form, the Hirer and/or the organisation he/she represents has entered into an Agreement with the Parochial Church Council (PCC) and has accepted the Terms and Conditions of Hire.
2. Therefore the person who signed the Hall Hire Booking Form is the Hirer for the purposes of this Agreement. Where an organisation has been specified, the Hirer by his/her signature confirms his/her authority to bind the organisation and the organisation is deemed also to be the Hirer. Where there is more than one Hirer (including an individual and an organisation represented by him/her), all Hirers are jointly and severally liable under this Agreement.
3. The hire charges applicable are those stipulated by the PCC in the current schedule of charges (see separate sheet).
4. The Hirer will pay a deposit of £50.00 which is in addition to the charge for the hire. This amount will be refunded after the hire under deduction of the cost of any breakages, cleaning and other damage or cost carried by the Hirer. The retention by the PCC of the deposit or any part of it is without prejudice to the right of the PCC to claim against the Hirer in respect of any loss or damage for which the Hirer is responsible under the Agreement. When a booking is made more than six months before the date of the Hire, payment of the deposit must be made not later than six months before the Hire date, and **the balance on or before the conclusion of the event for which the hall is hired.**
5. An account will be rendered near the time of the hiring for the Hire charge.
6. Cancellation: (a) If the Hirer wishes to cancel the booking before the date of the event and the PCC is unable to conclude a replacement booking, the question of the payment or re-payment of the fee shall be at the discretion of the PCC.
(b) The PCC reserves the right to refuse or cancel a booking and the Hirer shall be entitled to a refund of any monies paid in respect of the Hiring, but the PCC shall not be liable to make any further payment to the Hirer, although the PCC shall, in such an event, give the Hirer the maximum practicable notice
7. A summary of Food Safety Regulations and Fire Precautions is contained in the Terms and Conditions of Hire.
8. This Agreement does not allow the sale of alcohol on the premises nor does it cover entertainment (see Clause 13).

Terms and Conditions of Hire

1. The hire of the premises does not entitle the Hirer to use or enter the premises at any time other than the specific hours for which the premises are hired unless prior agreement has been given by the Parish Office. An additional fee will be charged in these circumstances.
2. The Hirer shall not assign nor sub-let the premises or any part of them, or use them for any purpose other than that described in the Hall Hire Booking Form.
3. The Hirer is responsible for all damage to the premises or to any adjoining premises forming part of the Church of the Good Shepherd and for the damage to or loss of any property in the premises and such adjoining premises occurring during the period of hiring or while persons are entering or leaving the premises pursuant to the hire, however or whomsoever caused.
4. The Parochial Church Council (PCC) shall not be responsible for:-
 - (i) any loss or damage to any property arising out of the hiring;
 - (ii) any loss, damage or injury which may be incurred by or be done or happen to any person or persons resorting to the premises during the hiring arising from any cause whatsoever;
 - (iii) any loss due to any breakdown of machinery, failure of supply of electricity, leakage of water, fire, government restriction or act of God which may cause the premises to be temporarily closed or the hiring to be interrupted or cancelled;and the Hirer shall indemnify the PCC against any claim which may arise out of the hiring or which may be made by any person resorting to the premises during the hiring in respect of any such loss or injury except to the extent (if any) where such loss, damage or injury is due to the negligence of the PCC.
NB: The Hirer is advised to be vigilant with regards to the security of valuables at all times.
5. The right of entry to the premises hired is reserved to the Parish Administrator and any other agent of the PCC at any time during the hiring.
6. The Hirer shall be responsible for ensuring that good order is kept in the premises during the hiring, and that all persons using the premises for the hiring (and especially children) are properly supervised.
7. The PCC reserves the right to put a stop to any function, meeting or entertainment not properly conducted.
8. No bolts, nails, tacks, bits, pins, sellotape, blue-tack or other like objects shall be driven into or added to any part of the premises nor shall any articles be fixed to them in such a way as to leave any permanent mark or blemish. **NB: Sellotape must never be used on any of the paintwork.**
9. No decorations, emblems or other such articles shall be displayed outside any part of the premises without previous consent of the Parish Administrator. If permission is granted, these decorations must be removed before leaving (including those on outer doors and signs).
10. No exits may be blocked, chairs or obstructions placed in the corridors or fire appliances removed or tampered with and the Hirer shall observe the Fire Precautions attached.
11. No electrical appliances shall be brought onto the premises and no additional lights or extensions from the existing electric light fittings shall be used without the previous consent of the Parish Administrator.
12. Smoking is not permitted in any part of the premises.
13.
 - (i) There is no general licence to allow the sale of alcohol either directly or indirectly via donations, event/meal/raffle tickets, etc. Hirers wishing to sell alcohol must notify this intention prior to signing this Agreement and then make their own arrangements with Woking Borough Council for a "Temporary Events Notice (TEN)". The Hirer and/or the organisers must take full responsibility for such supply and sale of alcohol and must comply with the conditions of TEN that they have obtained. In particular there must be no sales to young people under the age of 18. Please note: to obtain a "TEN" from Woking Borough Council, the Hirer will need at least ten clear working days.
 - (ii) The sale of alcohol at events organised by Church members (Newark Group) and attended by Church members and their guests may be covered by a restricted licence which the Church holds. In such cases, subject to meeting conditions, the sale of alcohol will be allowed via a separate signed permit additional to this Agreement.
 - (iii) Alcohol brought to the premises by those attending the event covered by this agreement or by a host supplying guests with no direct or indirect charge to the guest may be consumed on the premises. There must be no consumption of alcohol by young people under the age of 18.

14. (i) Save in respect of church organisations the Hirer shall be responsible for making arrangements to insure against any Third Party claims which may be against the Hirer whilst using the premises (the premises are insured against claims arising out of the PCC's own negligence).
(ii) The Hirer must report all accidents involving injury, to the PCC as soon as possible
(iii) Any failure of equipment must be reported to the PCC as soon as possible
15. The Hirer shall at the end of the hiring leave the premises in a clean and orderly state and observe all relevant food health and hygiene legislation and regulations. Cleaning equipment and materials are stored in the cleaning cupboard next to the Trinity Room. A summary of Food Safety Regulations is included in page 5.
- (i) **When the Kitchen is hired**, the Hirer is required to observe the following rules and such other rules as are displayed in the kitchen:
- (1) The chopping boards provided must be used when chopping or cutting. No chopping or cutting is permitted on work surfaces;
 - (2) Children are only allowed in the kitchen under strict adult supervision;
 - (3) All users must familiarise themselves with the position of first aid kit, fire blanket and fire extinguishers and how they operate;
 - (4) Before vacating the kitchen, the Hirer must ensure that:-
 - (a) The urn and/or coffee makers are emptied and wiped dry inside and out;
 - (b) The cookers and microwave ovens, if used, are cleaned thoroughly;
 - (c) Sink taps and all work surfaces are wiped over using the cleaning materials located in baskets by the kitchen back window;
 - (d) The floor is mopped over;
 - (e) When crockery is used, it is returned washed and dried to its original position leaving out any broken or chipped items;
 - (f) All rubbish be put in black sacks in the Biffa container at the back of the building EXCEPT recyclable materials which MUST be taken away by the Hirer. This include: glass bottles, plastic bottles, paper and cardboard.
 - (g) All electric switches are turned off with the exception of any refrigerator and freezers which must be left on;
 - (h) No food remains are left in rubbish bins, inside or outside the building.
NB: most food can be disposed of through the waste disposal units.
 - (i) All surplus food, milk, etc, must be removed by the Hirer.
- (ii) **When the Annexe is hired**, the Hirer is required to ensure that tables and chairs are cleaned and stacked in their proper places and in the proper manner (see attached plan) and the floor swept clean and all rubbish taken away by the Hirer.(Chairs are to be returned to the Annexe Storage using trolley and stacked as indicated in the relevant notices).
- (iii) **When the Sherwood Jones Room or Old School Room is hired**, the Hirer is required to ensure that tables and chairs are cleaned and stacked in their proper places and in the proper manner (see plan), and that cushions are returned to the cushion box in the Sherwood Jones Room Storage; if necessary the floor mopped and all rubbish taken away by the Hirer.
- (iv) **When the Kitchenette between the Sherwood Jones and the Lantern Room is hired**, the Hirer is required to ensure that all cups and saucers are put away and kitchen surfaces wiped.
- (v) **When the Lantern Room is hired**, the Hirer is required to ensure that tables and chairs are cleaned and stacked in their proper places and in the proper manner(see plan) and if necessary the floor mopped and rubbish taken away by the Hirer.
- (vi) **When the Trinity Room is hired**, the Hirer is required to ensure that tables and chairs are cleaned and stacked in their proper places and the proper manner (see plan)

IMPORTANT - PLEASE NOTE:

1. **Food stored in kitchen cupboards for church use:**
None of the food, milk, beverages, etc. may be used without permission.
2. **Tea towels:**
If you need to use church tea-towels, you take them home to wash.
Alternatively, please place tea-towels to be laundered in the bin provided.

16. On vacating the premises, the Hirer shall ensure that the toilets are left in a clean and tidy condition.
17. The premises must be vacated and all property of the Hirer and the Hirer's agents removed by the end of the booking time failing which an additional fee will be charged. This will be at the rate of £10 for every 15 minutes or part thereof where the booking is made to the latest time of 11.30 p.m. The Council accepts no responsibility for any property left on the premises after the hiring.
18. Cars parked in the Church car parks are left at owners' risk, and the Hirer shall ensure that car parking arrangements are properly supervised.
19. Where the Hirer has been loaned a key to the premises, it is the responsibility of the Hirer to ensure that the premises are locked and secured when they are vacated, and the key returned to the Parish Office. If the Hirer is the last user of the halls, a locking up plan will be given to the Hirer.
20. The Hirer is responsible for ensuring that the noise level of the function does not cause interference with other activities within the building or inconvenience for occupiers of nearby premises, and all persons shall leave the premises as quietly and considerately as possible.
21. The number of persons at any one time on the premises must not exceed:-

Annexe;	120 to 200 persons (depending on event)
Sherwood Jones Room	up to 60 (seated)
Lantern Room	up to 60 (seated)
Trinity Room	up to 30 (seated)
Old School Room	30 (seated, only 30 chairs in hall). Standing up to 50.
22. The Hirer shall ensure that no animals or birds (except guide dogs) are brought into the premises, and no animals whatsoever shall enter the kitchen at any time.
23. The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of the Children Act of 1989 and that only fit and proper persons have access to the children.
24. **No bouncy castles or similar items should be brought into the halls without prior consent.**

CHURCH OF THE GOOD SHEPHERD FIRE REGULATIONS

The Hirer is responsible for acquainting his or herself with the Fire notice "IN THE EVENT OF FIRE" posted in the halls being hired and for making absolutely sure that they understand the appropriate evacuation routes identified on the adjacent notice. They should also acquaint themselves with the location of any fire fighting equipment in their area.

The Hirer is responsible for maintaining a list of those present, in order to be able to check that all have reached the assembly point, should evacuation be necessary.

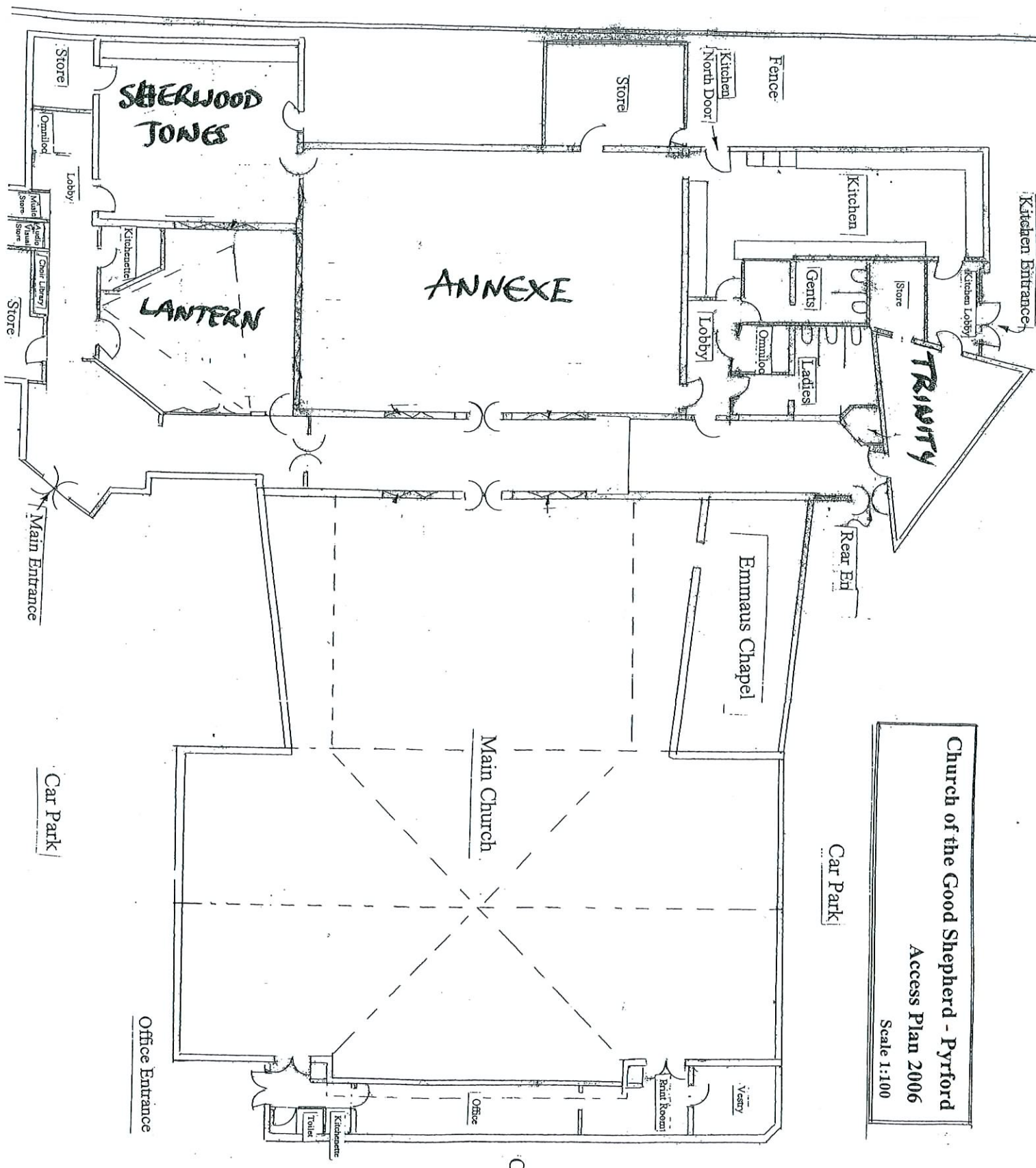
Should the Hirer have any doubt as to the correct procedure they should contact a member of staff for clarification.

CHURCH OF THE GOOD SHEPHERD - KITCHEN
FOOD SAFETY ACT 1990
ECC FOOD HYGIENE REGULATIONS 2006

The premises will be open to inspection at any time by officers of the local authority and in order to ensure that proper standards are maintained at all times, the kitchen will be available to users of the Annexe, Sherwood Jones Room, Lantern Room and Trinity Room only where it is requested for the purposes of the preparation or service of food or beverages. In other circumstances it will remain closed. The following restrictions will apply to the use of the kitchen.

1. The user is responsible for ensuring that only those persons (including children) directly involved in the preparation and serving of food or beverages or in the washing up or clearing after use are permitted to be in the kitchen. **Any children allowed to be in the kitchen for that purpose should be kept under strict supervision at all times.**
2. The Hirer or the caterer for the event must be familiar with up-to-date Health and Hygiene legislation. The Parish Office has relevant leaflets.
3. No clothing, bags or handbags or other articles not required in the preparation of food or beverages should be placed on or left on work surfaces. A cupboard will be provided for the temporary storage of such items.
4. The kitchen should be left clean and tidy on the completion of the hire.
5. The ovens and microwave ovens, if used, should be left spotless.

We regret the inconvenience that these requirements may cause to users of the church premises but we are sure that the need to conform with the requirements of the law will be appreciated.



Church of the Good Shepherd - Pyrford
 Access Plan 2006
 Scale 1:100

Car Park

Car Park

Car Park

Office Entrance

Main Church

Emmaus Chapel

Rear End

TRINITY

ANNEXE

SHERWOOD TOWNS

LANTERN

Fence

Kitchen North Door

Store

Kitchen

Store

Gents

Ladies

Omniclub

Lobby

Kitchen Entrance

Kitchen Lobby

Store

Omniclub

Lobby

Kitchenette

Choir Library

Main Vestry Store

Store

Main Entrance

Vestry

Print Room

Office

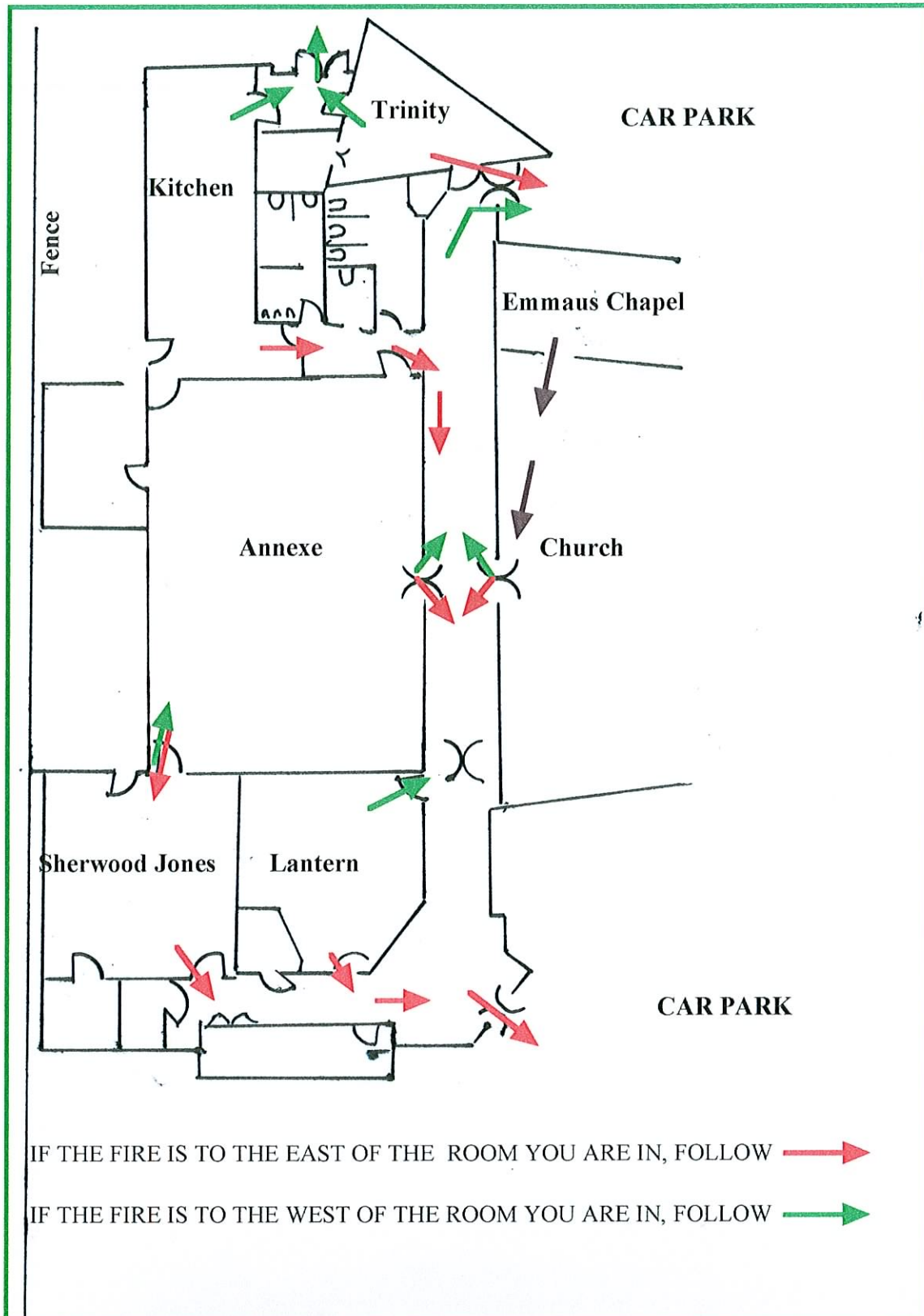
Kitchenette

Toilet

CHURCH OF THE GOOD SHEPHERD HALLS

FIRE ESCAPE PLAN

EAST ↑



WEST ↓

It is the responsibility of the hirer to acquaint themselves with the instructions in the room being hired