

St Paul's Sale

User's Guide Jan 2022

The following will help Users enjoy their use of the facilities of the Church and Hall and ensure they are left in a suitable state for the next users:

STATUTORY INSTRUCTIONS FROM THE FIRE OFFICER:

- A total of no more than 150 persons shall occupy the church hall at any one time.
- Fireworks and other incendiary devices are strictly FORBIDDEN on Church premises.
- Smoking/vaping is NOT permitted in any part of Church premises
- Every hirer is expected to appoint a FIRE/EMERGENCY Marshall who is responsible for familiarising themselves with the layout of the building, emergency exits and the designated Fire Assembly Point- the grassed area by the side of the multistorey carpark on Springfield Rd. Please take care when crossing the road.
- The Marshall will ensure exits are kept unlocked and clear of obstructions at all times.
- They will ensure the room is not over crowded and when tables and chairs are laid out there are clear paths to all exits.
- The Marshall will ensure that at the start of an event those present are informed of the location of exits and the Fire Assembly Point.
- The Marshall will familiarise themselves with the location of the Fire Extinguishers.

STATUTORY INSTRUCTIONS ON GAS SAFETY:

If you smell gas, you must ACT immediately:

- Hall Kitchen - check obvious faults e.g. Unlit Oven/Hob.
- If no obvious fault - Continue with Instructions as follows:
- Call National Gas Emergency Service – NGES on 0800 111 999.
- Obey instructions given by NGES - Turn-Off Supply Points are:
Hall Supply - in Kitchen - turn off supply at meter

In Case of Fire

- Either the Marshall or another designated person will need to call 999 via a personal mobile phone.
- Please inform a team member of the pre-school group who may be also located in the building.
- Please inform call handler of the following information:
St Paul's Church Hall, 15 Springfield Rd, M33 7YA
- If you need to evacuate the building your next step is to account for everyone who was at the event in order to be able to inform the emergency services if someone may still be inside.
- Do not go back into the building unless it is safe to do so.

First Aid

- First Aid Kit and Accident Reporting Book are in Kitchen DRAWER marked First Aid.
- There is a fire blanket situated above the hand basin the kitchen.
- Please ensure used items are replaced or reported to the Hall Booking officer or Church Wardens

Safeguarding

- For hirers using the premises during the week it is especially important that you have your own safeguarding policy and are mindful of the childcare provider that is on-site. *You will need to give a copy of your safeguarding policy to the Hall Bookings Officer.*
- Please remind your attendees to use the toilets closest to the main front entrance and not to enter the shared kitchen corridor/kitchen space unless there is a legitimate reason for them to be there.
- Hirers are required to sign-in via the childcare providers entrance in order to comply with safeguarding protocols when the pre-school is taking place (Mon-Fri 8am-6pm).
- Safeguarding includes both children, young people and vulnerable adults. If you require information about the church's own safeguarding policy please ask.

Kitchen Facilities

- Oven, Stove, Water-heater – are marked, please be careful.
- The dish-washer may be used.
- Users who use any of the facilities within the Hall and church grounds for the preparation of food are responsible for conforming to the regulations regarding food safety and hygiene.
- Please note these are shared facilities with a child-care provider and we ask hirers to respect this shared use and comply with food hygiene and handling regulations.
- The kitchen should be left clean and tidy, all crockery, cutlery and utensils put away.

Stage & Equipment

- The stage may not be used unless by prior arrangement- please note that for groups booked during the week in the main Hall, this is the route for the childcare provider's access to the enclosed outdoor area. The curtain should be closed.
- The use of Stage lighting and sound facilities must be pre-arranged via the Hall Booking officer.
- Please do not use or remove any of the toys/pre-school equipment currently stored on the Stage without the prior agreement of the Hall Booking officer.

Car-parking

- Hirers may wish to use the church car-parking- please note **at all times 5 spaces** are allocated for the use of Church volunteers, staff and contractors who may be on-site.
- Please note that the car-park is sufficient for small events, but please do ask your attendees to consider using public transport (Sale Metro station is a pleasant 5 mins walk away), or use the multi-storey car-park opposite.
- The hirer is to monitor attendees for responsible parking.

Additional Conditions of Hire

- The Parochial Church Council (PCC) reserves the right to refuse or cancel booking(s). The hirer must show respect for the sacredness of the church complex and this must be observed and maintained at all times. No activity or behaviour should be undertaken which would bring the church into disrepute. Activities must not conflict with Christian values. If you are unsure on this stipulation please consult the Hall Bookings officer.

- Hirers must include their setting up and setting down time in their hire times. We recommend at least 15 mins pre and post event.
- A non-refundable deposit of £30 is to be paid on booking, balance to be paid when keys are collected.
- *All evening events must conclude by 11pm – including the clearing down time.*
- **Hirers must ensure they leave the Hall as they find it – here’s a useful checklist:**
 - i. **Cleaning of surfaces- including tables & kitchen**
 - ii. **Hall Floor must be swept and mopped if necessary.**
 - iii. **All Rubbish is to be taken off site to be disposed off-site. We can provide black bin-bags. Please recycle as much as you can.**
 - iv. **Lights have all been switched off- please check the toilets.**
- Alcohol may be served, but not sold as we are NOT a licensed premises.
- Users will be expected to sign for any key loaned and accept the terms under which the loan is made. The PCC reserves the right to charge for the cost of additional and replacement keys at cost.
- Damage to Church premises or property must be reported immediately to the Hall Bookings officer or another Church Representative. Users are responsible for any damage caused and any resulting remedial costs will be charged by invoice.
- Users affiliated to St Paul’s Church– who have a representative on its committee nominated by the St Paul’s PCC – are protected by St Paul’s own insurance policy. Users not affiliated must take out their own insurance, including third party indemnity, to cover the activities they undertake. Hirers must have current certificates of Employers Liability Insurance, this certificate should be shown to the Hall bookings officer before the event.

You will receive your own copy of this Hiring Agreement, St Paul’s will keep the signed copy.

I confirm that I have understood the above and agree to abide by these conditions:

Signed	
Name (Print)	
Landline/Mobile No:	
Email address:	
Contact Address:	
Date:	
For Office Use	