



ST. BARNABAS CHURCH

keeping connected to God - being connected to our world

Parish Office
Rushet Road, Orpington
Kent BR5 2PU
☎ 01689 821353 / 831597
✉ stbarnabas.cray@btinternet.com

AGREEMENT TO HIRE ST. BARNABAS CHURCH HALL

Agreement Between:

St Barnabas Church, Rushet Road, St Paul's Cray, Orpington BR5 2PU (Tel: 01689 821353)
and
Name & address

.....
.....

Telephone & email

.....

Date of hire

___ / ___ / ___

Terms and conditions of hire:-

THE CHARGE for the hire of the Church Hall depends on the purpose of use. Details of these charges are included with the application form. An application form is to be filled in and sent or delivered to the Church Administrator. After approval of the application, payment together with a deposit, will be due. Note the approval of the application to hire of these facilities is totally at the discretion of St Barnabas Church Trustees.

THE DEPOSIT will be returned in full provided that there is no damage done to the property, the hall, kitchen and toilets and surrounding outside areas are left clean and tidy and the facility is totally vacated no more than one half hour after the allotted time. Should there be damage done to the premises, then the cost of the remedial action to rectify the damage will be deducted or recovered as necessary. An inspection will be carried out, post function and before you leave the premises, in order to establish if there is a need to make any charge against the deposit for any rectifying work that may be required. Equally, if the hall is vacated where there is no requirement to undertake any additional or remedial action, the deposit will be returned in full by means of a cheque or cash payment within one week of the hire.

CANCELLATION - Should there be a need to cancel the booking and provided that you notify the church of your decision *a full week prior to the scheduled engagement*, your deposit, together with the charge for the hire of the hall will be returned in full. Conversely, if your notification to cancel the event is conveyed to the Church less than a week from the date of the event/function, you will receive the deposit in full, but only *half* of the monies charged for the hire of the hall. In the unlikely event that the church has to cancel the booking as much notice as possible will be given and all payments made will be refunded in full.

THE HIRE OF THE HALL INCLUDES - Use of the kitchen for food preparation but the Church will not supply/provide food or beverages. The appliances are not available for use so no cooking, dishwashing or cold storage are excluded. Heating will be provided when needed and you will have access to the toilet facilities. The hire of the hall includes the use of chairs and tables. The hire does not include use of the room beyond the folding doors, except by prior agreement at the time of the booking. There will be no access into the Church or the church entrance hall. Access to the lounge area adjacent to the hall is possible, but only by prior agreement made at the time of the booking. It must be stressed that the occupation of this area will require close supervision, as this is the area used by the Church's youth groups and includes all of the required items and material that must not be disturbed under any circumstances.

Note the facilities (kitchen and toilets) are not provided exclusively and are available for other church related activities that may take place in the other parts of the buildings.

FIRE SAFETY - It is important that you are aware and familiarise yourself with the locations signposted for the fire exit doors. In the event of a fire the priority is people's safety and to this end, you must ensure that all attendees at the event evacuate the premises in an orderly fashion, with minimum delay and assemble on the front lawn of the church and then ensure that all the attendees are accounted. As there is no telephone in the hall, please call the Fire Brigade via a mobile telephone. In the very unlikely event that you cannot make use of a mobile phone to call the Fire Brigade, then you should call in person at the Vicarage. Failing that, a neighbouring residence. Do not re-enter the building to retrieve personal belongings as an afterthought and only do so when the Fire Brigade declares that it is safe to do so.

A fire blanket (located in the kitchen) and fire extinguishers are available on the premises and depending on the size and extent of the fire, it may be sufficient and appropriate with the available resource at your disposal, to put out the fire.

However, the application of discretion, together with good judgement is crucial in making such a decision and to err on the side of caution is strongly advised. If in doubt, call the Fire Brigade and exit the building.



The Pandemic - In light of the recent pandemic and its associated issues, the Church urges ALL hirers of the hall to exercise due diligence, judgement and a committed sense of responsibility to ensure good practice and governance, in adhering to strict hygiene and safety protocols including the provision of good ventilation during the hire. The numbers of people allowed in the hall may be restricted due to these circumstances.

CONDITIONS OF HIRE:-

Further specific details of the conditions of hire are included below and on the application form

I have read and agree to the terms and conditions above and overleaf.

Signed

.....

Print name

.....

Date

.....

Two copies of this agreement to be signed. One to be kept by the hirer and the other to be returned to: - St. Barnabas Church Parish Office, Rushet Road, Orpington, BR5 2PU.

The Parish Office is open Tuesday, Thursday and Friday 9.30am - 12.30pm.

CONDITIONS OF HIRE

- Smoking is not permitted within the buildings or within the church property.
- No alcoholic drink is to be brought on to the premises, except by prior agreement with the Vicar or the Churchwardens. Of course we do not accept bookings when we feel the consumption of alcohol will lead to risk to property or people.
- Where activities for children and/or young people are included, sufficient numbers of adults in positions of responsibility must be present to supervise the areas being used, including the grounds, if children or young people are outside the building for reasons known to the hirer.
- If the event involves children/young people, the hirer is responsible for compliance with St. Barnabas Church's Safeguarding Policy (copy available in the kitchen) and The Protection of Children Act 1999, and any other relevant legislation.
- In keeping with Health and Safety protocols children must be kept out of the kitchen at all times.
- It is the responsibility of the hirer to ensure the protection of any vulnerable adults in attendance on the premises.
- Evening bookings must end by 9 30pm and it is expected that the premises will be clean and vacated by 10.00pm. In winter it may be that the end time for bookings is restricted to 8pm.
- Nothing whatsoever must be stuck on the hall walls, pelmets or other parts of the hall, whether with adhesive tape, or Blu-Tack. Decorations may be stuck on windows or doors with Blu-Tack provided it is removed by the organisers after the event.
- **Motor vehicles** (other than wheelchairs) must not be driven on to the paths leading to the front of the hall or the church, or on to the lawns in front or rear of the church. Parking of vehicles at the rear of the hall is permitted. However, the Church takes no responsibility for the safety or otherwise of vehicles and/or their contents. If vehicles are parked on the road, please take care not to cause obstruction to road users or to local residents.
- **Noise** - please be mindful of our neighbours, especially when playing music in the evening. Closing windows and doors can help to contain the sound. Please ensure you have switched off music by 10.00pm.
- **Rubbish** - All waste/rubbish must be cleared and removed by the hirer from the premises including parking and access areas.
- **Facilities** - please ensure the kitchen and toilets are in a clean and usable condition when you leave.
- Please note that failure to remove all rubbish or leaving the facilities in an unclean or damaged condition will result in your deposit being retained to cover costs. We reserve the right to recover other costs we may incur due to any damage.