

ALVECHURCH BAPTIST CHURCH

(Sep 2019 revision)

HIRE OF THE CHURCH HALLS

Sheet 1 - CONDITIONS OF USE

Welcome and thank you for enquiring about hiring our facilities.

One or both halls may be hired, at the church's discretion, on a regular or one-off basis subject to the following conditions:-



- 1) The halls are not normally let for any public performance for which an entrance charge is made.
- 2) Lettings are normally on a sessional basis -
Morning - 9 am - 13.00 pm
Afternoon - 14.00 pm – 17.45 pm
Evening - 18.00 pm - 22.00 pm
There will be a 15 minute interval for clearing up between consecutive bookings of a hall. Part session hirings are individually negotiated. Multiple sessions may be booked by special arrangement.
- 3) Hirers are responsible for cleaning and tidying the halls after use; any kitchen equipment used must be washed up and put away in the appropriate cupboard. Any damage and breakages must be notified to the church and paid for.
- 4) Hirers are responsible for collecting a key to open the hall(s) and also for securing the premises and returning the key at the end of the session.
- 5) Smoking and/or vaping are not allowed anywhere on the premises.
- 6) The church must be informed of any use of recorded music during the hire period to enable us to comply with the requirements of our Performing Rights licence.
- 7) PUBLIC LIABILITY INSURANCE. **One-off hirers** are covered by the church's Public Liability Insurance, except for any Contractors (Entertainers, Musicians, Caterers etc) they bring into the hall. These must have their own PL Insurance. **Regular Hirers** are not covered by the church's policy and must therefore arrange their own Public Liability Insurance.

SAFEGUARDING OF CHILDREN & VULNERABLE ADULTS. **Organisations and Commercial Concerns** hiring the halls must have their own Safeguarding Policy & Procedures. **Individuals** hiring the halls must make their own Safeguarding arrangements – the church cannot be responsible for Safeguarding during periods of hire.
- 8) Hire charges are reviewed annually and will normally change at the beginning of September. Regular hirers will be notified of the revised charges which will come into immediate effect. Current rates are shown on www.alvechurchbaptist.org.uk website.
- 9) One-off bookings (EG birthday/Christmas parties or other celebrations) must be paid for at time of booking. Regular bookings must be paid for at the end of each month unless other arrangements have been agreed between the church and the Hirer. Invoices and/or Receipts can be provided if required – please email finance@alvechurchbaptist.org.uk with these requests.
- 10) Regular users must inform the church of their holiday dates or other periods of non-use.
- 11) A review meeting will be arranged if either party has a complaint. Please inform Mrs Pimm.

If you wish to make a booking, please use the appropriate Regular or One-Off Booking Form attached and keep a copy of the completed form for your records.

Guidance Notes for users are overleaf

HIRE OF THE CHURCH HALLS

Sheet 2 - GUIDANCE NOTES FOR THOSE HIRING HALLS

Hire is arranged via Mrs Joyce Pimm, 58, Birmingham Road (0121 445 4635) who also normally holds the keys. Please tell her, or Mr Keith Williams (0121 445 6577) if the rooms are not clean on arrival or if you notice, or cause, any damage.

In case of emergencies please telephone either of the above numbers or the church office (0121 447 7369)

You will enter via the double doors. The key provided by Mrs Pimm unlocks these doors.

Kitchen Facilities available include refrigerator, microwave, cooker, kettle, crockery and cutlery. The shutters are cord-operated from INSIDE the kitchen. Please bring your own refreshments (tea, coffee, squash, biscuits etc.) Please do not use tea/coffee etc. stored on the premises. PLEASE DO NOT USE THE CATERING DISHWASHER UNLESS YOU HAVE BEEN TRAINED IN OPERATION – its NOT like a home dishwasher!

There is a **First Aid** bag in the kitchen. Please record details of any accidents in the **Accident Book** provided.

Large Hall Furniture is to be left after use in the storage positions as marked on the Furniture Plan. Chairs and tables are provided and may be moved between halls (if necessary by arrangement with users of the other hall). Tables and chairs for young children are provided. Additional folding trestle tables can be made available but must be requested one week in advance of the booking. The large hall has an electronic keyboard.

Heating The MASTER SWITCH AND INSTRUCTIONS for the **large hall** heating are on the wall between the display boards near the hatch. Once the switch is on heaters can be controlled individually. The KITCHEN heaters are operated individually. The heating master switch for the **small hall** is with the light switches near the swing-doors to the sanctuary.

Health & Safety The church has produced a Health & Safety Booklet for Hall Users. Please email finance@alvechurchbaptist.org.uk or speak to Mrs Pimm if you require a copy of the booklet emailed to you.

AT THE END OF THE HIRE PERIOD:

Please remove/recycle all rubbish (bagged and placed in bins at the side of the church), and sweep the floor (broom, dustpan & brush in the Large Hall store-room)

In the Large Hall, stack chairs in their positions as per the plan. Fold tables & leave as per the plan. In the Small Hall, stack the chairs at the side of the room. Please do not stack furniture in front of the heaters.

Check you have turned off all taps (kitchen and toilets) and cleaned all toilets (cleaning materials are kept in the right-hand section of the large cupboard in the small hall).

Leave the kitchen clean and tidy & the shutters down. Worktops should be wiped-down with ECO anti-bacterial spray provided. Ensure the cooker is turned off.

Switch off the heating master switches for both halls and kitchen.

Check you have secured all windows in kitchen, toilets and both halls, and that the Emergency Fire Door is secure.

Turn off all lights.

Leave via the double doors, lock them if you are last out, and return the key to Mrs Pimm.

Crockery breakages or any other damage must be reported to Mrs Pimm who will be able to tell you the cost of replacement.

If you wish to make any complaint or suggestion for improvement, please contact Mrs Pimm or email finance@alvechurchbaptist.org.uk