

THE PARISH OF PRENTON

The Congregation of St Stephen & St Alban

We commit to Worship, Care & Share



The Parish Hall information booklet

August 2010

Welcome

Our halls stand next to Prenton parish church of St Stephen, 11 Prenton Lane, Birkenhead, CH42 8LA.

The church owns the halls and legal responsibility rests with the Parochial Church Council (PCC).

We ask that you leave the halls as you would wish to find them

Hall provision

Barrett Hall

Suitable for 100 seated people, bar kitchen, sprung floor & badminton court, disco lights, theatrical stage.

Coronation Room

Suitable for up to 50 seated people, kitchen facilities.

Noble Room

Small meeting room for up to 25 seated people.

The rooms are available for hire subject to the hiring conditions laid down by the PCC. They are available mornings, afternoons and evenings Monday to Saturday and by arrangement on Sundays. To make a booking, please contact the Hall Administrator between 9.30am and 12.30pm Monday to Friday at the Parish Office, which is located at the front entrance to the church hall. Telephone 0151 608 3638 or e-mail ststephenspcc@btconnect.com

Provision for people with disabilities

There is ramped and stepped access to the main entrance.

There is wheelchair accessible toilet provision at the front main entrance to the Barrett Hall.

There are designated disabled parking bays.

**Any car parked on the church grounds
is parked at the owner's risk.**

LIMITATIONS OF USE

The Managers may refuse any application for hire, if they consider the proposed use is unsuitable.

Children's parties are accepted up to and including 11 years of age and **MUST be supervised by responsible adults**. Bouncing castles are permitted. The following are **NOT** permitted: **boisterous sports & activities (e.g. football), loud amplified music, helium balloons, bubble & smoke machines.**

With regards to evening function, the halls must be cleaned and vacated by 11.30pm when the key-holder will come and lock the hall. There must be no loud music after 11.00pm.

USERS OF ST. STEPHEN CHURCH HALLS

PLEASE DO

- Park cars only in marked bays, and leave access at the front of the hall for emergency vehicles.
- Respect the church grounds, they are not part of the hiring.
- Use only lights that are essential to your needs.
- Make own arrangements to set out tables and chairs.
- Draw the curtains by the cords situated on the right-hand side of each window: do not pull them by hand.
- Consider noise nuisance for local residents. You may need to close doors, windows & ventilate the hall with ceiling fans. Switches are on right-hand wall on stage.
- Set thermostats to 20 degrees, if heating is needed.
- Leave halls clean and tidy for your deposit refund.

PLEASE DO NOT

- **Smoke in any part of the building**
- **Obstruct the driveway.**
- **Use helium balloons, as they jam the ceiling fans.**
- **Use bubble machines, as they damage the floors.**
- **Use smoke machines, as they can set off smoke detectors and fire alarms.**
- **Attach items to the walls: use the pin boards.**
- **Play football games, as may cause damage.**
- **Use radio microphones, as they interfere with the church sound equipment.**

BEFORE LEAVING, PLEASE

- Shut all windows, turn off ventilators, taps and lights.
- **Take home all your rubbish.**
- Return all furniture and equipment to where it was.
- Turn OFF urns, cooker and extractor fans.
- Switch OFF all heaters. NB. Refrigerators left ON.
- Turn heaters in Coronation and Noble Rooms to 'O'.
- Re-set heaters in the Barrett Hall to 6.
- Brush floors and leave the rooms clean and tidy (brushes are in each kitchen and on the stage)
- Lock the outside door even if other rooms are in use. (Key holders only)
- Leave quietly as we are in a residential area.
- For evening functions, all furniture must be returned to its place and the halls cleaned and vacated by 11.30pm at the latest.

Hiring Conditions

1 Charges

The charges are determined by the PCC (hereinafter referred to as "the Managers") and as notified to and agreed with the Hirer. Additional charges may be made if the need for cleaning (other than that done routinely) or repair arises from the hiring. Regular users pay according to agreed terms: occasional users pay in advance for hire with a returnable deposit to cover any incurred cleaning / repair.

2 Cancellation

If the Hirer wishes to cancel the hiring or vary the period for which the accommodation has been booked, notification must reach the Managers at least 3 days (72 hours) prior to the start of the hiring. Managers may raise a charge if such notification is not received.

3 Licences and permissions

The Hirer shall be responsible for obtaining any necessary licences or permissions for the proposed use of the premises. In particular, an Events Licence is required for public performances involving music, singing, dancing or theatrical performances. *Cont'd*

If copyright material is performed or used, the licence of the owner of the copyright must be obtained.

The Hirer shall indemnify the Managers against any claim, costs, expenses, loss or other liability arising from any failure to obtain a licence or any infringement of copyright that may occur in connection with the hiring. The Hirer shall adhere to the terms, as laid down by the Managers, for the consumption of alcoholic drinks. The Managers may decide that no such consumption shall be permitted. Hirers must provide copies of any licence obtained to the Managers.

4 Use of kitchen facilities

The use of kitchen facilities is granted, where appropriate, for preparing, cooking and serving food and beverages with the following provisos:

- No heavy kitchen equipment may be used unless an appropriately trained person acceptable to the Managers is present. A charge will be made to cover any expense incurred by the Managers to provide such a person.
- The Hirer must not use his / her own electrical kitchen appliances.
- Any Hirer wishing to employ private caterers must ensure that the necessary insurances exist and that the caterers comply with all legislation governing food hygiene.
- Unaccompanied children are not allowed in the kitchen.

Users must switch off all appliances and services after use and ensure the kitchen is left in a clean condition, including the floor.

A charge will be made for any expense incurred by the Managers to clean any equipment or premises after use.

5 Damage to Parish property

The Hirer shall be liable to the Managers for the proper use of the premises and of the Managers' property and for the conduct of people using the premises in connection with the hiring.

The Hirer shall agree to reimburse the Managers for any expense incurred in consequence of loss or damage to the premises, equipment, furniture, grounds etc. however caused by the Hirer or by any person whom the Hirer has invited onto the premises.

The Managers recommend that the Hirer arranges adequate Public Liability insurance for the hiring and they reserve the right to insist on such insurance cover for the Hirer's liability under this paragraph and under paragraphs 6 and 7 of this guide.

The Managers can request copies of any insurance cover.

6 Loss or damage of private property

The Hirer (to the exclusion of the Managers) shall be liable for any loss or damage to neighbouring property and to the property of persons on the premises in connection with the hiring and for any personal injuries sustained by any persons (other than injuries sustained as a consequence of the Managers' negligence). The Hirer shall indemnify the Managers against all losses, claims, costs and expenses or other liability arising from such loss or damage or injury. The Hirer is also responsible for the insurance of any property left on the premises.

7 Security of the building

The Hirer is responsible for the security of the building during the period of hire. The Hirer will agree with the Managers, prior to the commencement of the hiring, the way in which the premises are to be secured after the hiring has finished.

The Hirer will ensure that lights and appropriate electrical appliances are switched off after use.

8 General

The non-assignable benefit of the hiring is personal to the Hirer. The Hirer shall not sublet any part of the premises or furniture.

Only rooms or kitchen facilities specified in the hiring may be used.

Smoking is not allowed in any part of the building.

9 Lost property

Except with the Managers' permission, the Hirer is responsible for any property belonging to the Hirer or borrowed or rented by the Hirer and similarly for any other person's property, that has been on the premises during the hire period. Any property left and not reclaimed by the Hirer or other persons, will be disposed of after one calendar month from the hiring.

10 Delegation of duties

The Managers may for any particular hiring delegate their duties as set out in these Hiring Conditions to such person or persons, committee or sub-committee as they consider to be appropriate.

11 Child Protection

If the hiring involves children, the Hirer must be aware of and comply with the Children's Act and the church's Child Protection Policy 2004, (and amendments), available from the Parish Office.

The halls are hired as unsupervised play areas.

It is the Hirer's responsibility to ensure child security.

Health and Safety

The Hirer must be aware of the church's Health & Safety Policy, which is available from the Parish Office.

- **The Hirer must ensure that at least one person present has a mobile phone in case of emergency.**
- It is the responsibility of the Hirer to ensure that the premises are safe for the purpose of the intended use.
- The Hirer shall be responsible for taking all necessary precautions for the safety of the premises and persons therein, including the speedy orderly evacuation of all hired accommodation in the event of fire or other hazard threatening the building.
- Hirers are responsible for any accident or injury arising out of the activity for which they have booked the premises.
- The Managers will make the Hirer aware of the location of the emergency exits that are clearly marked and must never be obstructed.
- Regular Hirers must nominate a responsible person to liaise with the Managers on Health & Safety and Fire related matters.
- The Hirer will enter details of any accident occurring on the premises in the Accident Book, which is located in the Barrett Hall kitchen, and report to the Managers.

Emergency Procedure

If you discover a fire, you must:

1. Raise the alarm and evacuate the premises to the designated assembly point
2. DIAL 999 on your own phone and ask for Fire & Rescue Service. Your location is:
St Stephen's Church Hall
11 Prenton Lane, Prenton
Wirral CH42 8LA
3. Do not hang up until the Fire Control Officer has repeated the address and confirmed all details.
4. Close all doors surrounding the fire if possible.
5. Do not attempt to extinguish large fires as this may endanger life. **Do not take risks.**
6. Once outside check that everyone in your group is present.
7. Do not re-enter the premises until you have the permission of the Officer in Charge of the Fire & Rescue Service.

Useful names and contact details

Vicar:

Revd Wayne Lautenbach 0151 608 1808

Hall administrator: office hours only

Miss Kelly Aspinall 0151 608 3638

Church wardens:

Mrs Brenda Maddox 0151 608 8326

Mrs Dorothy Fairclough 0151 608 3303

Out of hours contacts:

Mr Granville Higson 0151 608 4184