

St Wulstan's Church building is the property of the Parochial Church Council (PCC) of The Parish Church of St Wulstans, Worcester.

Use of the building is subject to the following terms and conditions:

1. Lettings

- 1.1. The building will not be let to any person under the age of 21 years.
- 1.2. Lettings cannot extend beyond 10.30pm.
- 1.3. The building can only be hired for events which are not deemed by PCC to be in conflict with the ethos of The Church of England.
- 1.4. No less than one weeks' notice MUST be given in writing by PCC to the Hirer where there is a disruption to the usual pattern of use by the Hirer as outlined in the Hire Agreement Form – e.g. where the building is required for Church use; any additional hours or amendments to the usual pattern of use from those set out in the Hire Agreement Form will be subject to separate negotiation.
- 1.5. Termination of services must be given in writing by either party, giving no less than one months' notice.

2. Charges & Payment

- 2.1. A Hiring Agreement Form must be completed; a signed copy must be returned to The Vicarage, together with any deposit amount (where applicable, as detailed on the Form) before a booking can be confirmed in writing. Payment terms and information will be detailed on the Hiring Agreement Form.
- 2.2. Any deposits paid will be returned in full after the date/time of your booking providing the facilities have been left in good order; deposits will NOT be returned if you cancel, unless it is cancelled at the request of the PCC.
- 2.3. The preferred method of payment is via electronic bank transfer (e.g. BACS); a receipt will be issued if required.

3. Security

- 3.1. The Hirer will be made aware in advance should access be required on site by a third party when the area(s) is in use by the Hirer as outlined in the Hire Agreement Form – e.g. essential maintenance.
- 3.2. All keys remain the property of the PCC. A key or keys will be issued only to those persons named on the Hiring Agreement Form - keys must NOT be given or lent to any third party. A charge of £25 will be made for a lost or replacement key.
- 3.3. For 'single use' bookings, the arrangements for collecting the key(s) will be explained in the booking confirmation. The key must be returned before the hirer leaves the site.
- 3.4. The hirer shall check all windows and doors are closed and secure before locking the final exit door.

4. Services and Equipment

- 4.1. Heating is provided by a gas fired central heating system which will be set to operate during the times indicated on the Hiring Agreement Form. The settings of radiator valves and thermostat controls must not be altered.
- 4.2. The hirer must ensure all taps are turned off before leaving the premises.
- 4.3. No modifications shall be made to the electric installations in the building. All church items must be plugged in as they were at the start of the session.
- 4.4. Any damage found or caused, or anything not working as it should, must be reported in the first instance to The Vicar.
- 4.5. For Health & Safety reasons, when putting up or taking down the large folding tables they must be handled by 2 people. Chairs should be stacked no higher than 6, all with seats facing the wall; All chairs and tables should be replaced after use.
- 4.6. Crockery, cutlery and glasses are available for use by hirers – please give notice of any breakages.
- 4.7. The hirer must provide their own tea towels (if required).

5. Cleaning and Disposal of Rubbish, etc.

- 5.1. Before leaving, the hirer shall ensure that the premises are in a clean and tidy condition and ready for use by the next hirer/user (including the oven if used).
- 5.2. Any crockery, cutlery and glasses that have been used must be washed and dried and put back where found; tea towels, are NOT provided.
- 5.3. Hirers must provide their own refuse sacks and remove all recycling/rubbish, including empty bottles, drink cans, food scraps, cardboard and other waste from the premises when leaving as we have no commercial collection from the Church.
- 5.4. Decorations may be put up by the hirer, but they must not be attached to the walls with 'Sellotape', 'Blu Tack' or similar adhesives; All decorations are to be removed after the session.
- 5.5. Cleaning materials (brushes, mops, dustpans etc.) are situated in the kitchen, storeroom and toilet areas.

6. Breakages, damage, etc.

- 6.1. The hirer will be held responsible for any loss of or damage to the fabric, furniture or fittings in the building (including toilets) during the hire period. In the event of repairs being necessary, they will be carried out by professional craftsmen to the order of the PCC. The cost of any replacements or repairs will be recovered from the hirer.
- 6.2. If the premises are left unsecured, the hirer may be held responsible for any theft from or damage to the premises that may occur as a result.

7. Nuisance

- 7.1. Noise from the playing of music, or any other activity, must be kept to a reasonable level so as not to cause a nuisance to neighbouring householders.

8. Safety

- 8.1. The number attending any function or meeting is limited to 80 persons; Hirers are responsible for ensuring that there is no 'gate crashing' at functions.
- 8.2. Hirers must ensure that, during the entire period of the letting, all fire exits and external doors are kept unlocked, illuminated and free from all obstructions.
- 8.3. Hirers must designate a person to act as Fire Warden, who must familiarise themselves with, and be responsible for, implementation of the Emergency Action Plan in the event of a fire or other emergency.
- 8.4. Any incidents involving personal injury must be recorded in the Accident Book, located with the first aid box in the kitchen. Serious injuries should be reported The Vicar or a Church Warden.
- 8.5. Hirers must establish that, before leaving and locking the building, there is nobody on the premises (particularly in the toilets) and that all lights are turned off.

9. Insurance and Public Liability

- 9.1. The PCC shall not be held responsible for any loss, damage or claim by any party arising out of the hiring of the premises.
- 9.2. Hirers are responsible for providing adequate insurance cover for themselves, those associated with them and their equipment and any other property they bring onto the premises.
- 9.3. All regular hirers are required to hold a current Public Liability Insurance policy and, if required, produce the policy and current receipt or other evidence of cover to the PCC.

10. Legislation & Statutory Regulations

- 10.1. The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of current legislation relating to Child Protection, Health & Safety, Control of Substances Hazardous to Health (COSHH), Food Safety, Copyright regulations, Gaming Betting and Lotteries, Licences, or any other relevant legislation.
- 10.2. Hirers should ensure that their caterers (professional or amateur) are aware of the requirements of the Food Hygiene (England) Regulations 2006 and the relevant Food Safety Act Codes of Practice.
- 10.3. It is against the law to smoke anywhere on the premises.
- 10.4. There is no licence for the sale of alcohol on the premises, but the consumption of alcohol by adults (over the age of 18) is permitted within the context of a private party. The hirer must ensure that consumption is kept within moderate limits and does not lead to disorderly behaviour.

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