

ALL SAINTS CHURCH, PATCHAM

THE CHURCH BARN AND LOUNGE – HIRING INFORMATION, TERMS AND CONDITIONS

Please make sure you read and accept the conditions of hire before you sign your booking form. A copy of this is also available in each hall for reference. Please be aware that the hirer is responsible for ensuring that Security, Fire and Safety requirements are met.

LETTING CHARGES

The halls are let on an hourly or session basis. The Church Barn is £20 per hour, the Church Lounge is £15 per hour. We can usually offer a concession rate of £50 for up to four hours following Baptisms and Funerals which have taken place in Church and also for children's parties and other family celebrations. We may also be able to offer a concession rate to long term regular hirers. We do not hire either the Church Barn or Church Lounge before 12:30 pm on a Sunday. The access time and vacate times stated on the Booking form must be strictly adhered to (please include set up and clearing up times when making your booking). ***We are able to hold a provisional booking for up to 2 weeks and this will become a firm booking when we have received your payment and signed booking form.**

KEYS

The keys for the Barn/Lounge can be collected from a keysafe near to the premises and should be safeguarded at all times. **If a hirer has to leave the premises for any reason they must ensure that the building is locked and secure before vacating.** If the fire exit doors at the back of the Barn are opened during the hire for unloading and ventilation purposes, hirers must ensure that they have also been properly secured before leaving the premises.

We would be grateful if you could return the key promptly at the end of your session so that it is available for other users. ***YOU WILL BE CONTACTED BY THE CHURCH ADMINISTRATOR BETWEEN ONE AND TWO WEEKS BEFORE YOUR EVENT WITH THE KEYSAFE CODE.**

CANCELLATION POLICY

Cancelled by Church : The Church reserves the right to cancel the booking if unforeseen circumstances arise subject to returning any booking fee. Notice of this will be given as soon as possible.

Cancelled by Hirer : Cancellations should be notified to the Administrator at least 72 hours before the session is due to commence.

RESTRICTIONS

The halls are only to be used for acceptable purposes in line with Church Policy. We are unable to take bookings for Political meetings and meetings/activities which are in conflict with the purposes and beliefs of the Church of England. We do not accept teenage parties discos and live bands or any event where there is likely to be continuous noise other than quiet background music. **EQUIPMENT WHICH IS CAPABLE OF PRODUCING LOUD MUSIC IS NOT PERMITTED.**

WEDDINGS: Bookings for wedding receptions will be accepted only where the marriage ceremony is to take place at All Saints Church. Bookings for other wedding receptions, including receptions following registration of civil partnerships will not be accepted.

INFLATABLES : We are only able to allow inflatables up to 12 x 10 feet wide and 8 ½ feet high due to the proximity of the beams in the Barn.

NOISE AND DISTURBANCE

We respect our neighbours and wish to avoid all occasions that might result in excessive noise and disturbance during lettings. The Church Barn adjoins the churchyard and residential property, the Church Lounge is close to the Vicarage therefore there must be no disturbance to those living nearby. Hirers must ensure that all those attending the event arrive and depart quietly and only within the agreed times of booking. **No event is to finish later than 10.30 pm and the building must be vacated by 11 pm.**

PARKING

There is limited parking in the area, however parking can often be found in Vale Avenue or Highview Avenue North. Cars should not be parked in the Vicarage Drive unless by pre-arrangement. The Village Barn Estate is private property and under no circumstances should cars be parked there. ****Please do not park cars in the lane just outside the Barn area or near the Allotment gates as access is required at all times for emergency vehicles. For unloading purposes it is permissible to park one car only in the lane adjacent to the Church Barn provided it is not parked directly in front of the Barn doors and not causing an obstruction.***

SAFETY INFORMATION

The access to all exits must remain free of any obstruction. The heaters must not have any items (e.g. chairs, clothing) placed within one meter of them. The fire extinguishers must not be removed or covered up in any way. **PLEASE DO NOT BLOCK THE DOUBLE DOORS EITHER INSIDE OR OUTSIDE OF THE BARN.**

FIRE EXITS

CHURCH BARN : In emergency the Barn can be exited from the main Barn doors which open outwards.

CHURCH LOUNGE : In emergency the Lounge can be exited from the back door (a key is attached to the door).

THE UPSTAIRS AREA OF THE BARN IS FOR CHURCH USE ONLY AND IS OUT OF BOUNDS TO HIRERS

FIRST AID/EMERGENCIES

A First Aid box can be found in the kitchen of both the Barn and Church Lounge. If you have to use any item, please inform the Church Administrator or Churchwarden so that it can be replaced. An accident form should also be completed (these can be found in the first aid boxes) or reported to the Church Administrator.

***There are no public telephones on the premises therefore the hirer should make sure they have access to a mobile phone. If it is necessary to call the Emergency Services the location should be given as follows :**

All Saints Church Barn : Vale Avenue, Brighton Postcode BN1 8YF

All Saints Church Centre (for the Lounge), Church Hill, Brighton. Postcode BN1 8YE

DISABLED ACCESS

Church Lounge

A fully accessible toilet suitable for disabled persons/wheelchair users is available via the lift to the Church Centre on floor above.

Church Barn

A fully accessible toilet suitable for disabled persons/wheelchair users is located near the entrance to the Barn. Wheelchair users should be able to access the main door, however there are double doors at the back of the Barn which can be opened in order to accommodate wheelchairs and other equipment.

INSURANCE

Hirers need to ensure that any equipment, electrical or otherwise that they bring to the premises (eg Inflatables, Dance Mats etc) are covered by the Supplier's Insurance as these are not covered by the Church's insurance. The hirer is responsible for making arrangements to insure against any third party claims which may lay against his /her person or organisation whilst hiring a Church Hall. Portable electrical appliances and devices must have an up to date safety certificate which should be made available on request. The Church does not accept any liability for accidents, injuries, damages or loss of personal property as a consequence of using the premises.

SAFEGUARDING : All regular events involving young people under the age of 18 years of age must be supervised by an adequate number of adults. The hirer is responsible for making sure that there is a responsible adult/adults available during the letting period who is/are able to supervise. The PCC has a child protection policy, a copy of which can be obtained from the Church Administrator. Any hirer for a regular activity that involves children, young people or vulnerable adults who does not have written safeguarding procedures of their own must sign the Safeguarding declaration which is provided to such

hirers with the terms and conditions of hire. If you do have written safeguarding procedures of your own please provide a copy when making your booking.

ALCOHOL

Due to licensing restrictions the sale of alcohol is not permitted, neither is the setting up of a pay bar. The consumption of wine, beer and champagne is permitted provided these drinks are provided by the hirer free of charge. Please check with the Church Administrator if you wish to supply any other alcoholic drinks. *Wine glasses are not supplied as part of the hire.

GAMBLING is not permitted.

ANIMALS

Except at the discretion of All Saints Church Guide dogs and Therapy dogs only are permitted within the buildings.

SMOKING

There is a strict **NO SMOKING** rule both inside and immediately outside both halls which the Hirer is responsible for enforcing.

DISPLAY ITEMS

Items should not be attached to walls or beams with Blu-Tack, adhesive tape, drawing pins, nails or other adhesive. The display rails can be used by inserting paper or card sheets into the slot below the rail. The sheets are removed by sliding them sideways.

HEATING

***The heating is set on a timeswitch, please do not alter any controls.**

HOUSEKEEPING/MAINTENANCE

Should it be necessary to report any matters relating to the premises such as faults with appliances, breakages, lack of heating, damage etc, please make contact with the Church Administrator. **If damage is as a result of careless or deliberate misuse then the hirer will be requested to pay for the damage.**

KITCHENS

The kitchens are stocked with cutlery, crockery and other items. All kitchen ware and catering equipment used must be washed, dried and returned to the place of storage. It is the responsibility of the hirer to provide any refreshment materials consumed on the premises.

FURNITURE

All furniture used by the hirer should be replaced. Chairs are to be stacked neatly and safely.

Church Barn : chairs should be stacked no more than eight high, facing the south wall and as shown in the photo on that wall.

Church lounge: chairs should be stored in the stack in the corner to the right of the door.

***Please prevent children climbing on chairs and causing them to topple.**

TOYS

Two toddler groups use the Barn during weekday mornings, the toys and other equipment used by these groups are not available as part of the hire.

CLEARING UP AFTER A HIRE SESSION

Users must make sure that the premises are left in a clean and tidy condition ready for the next user. All rubbish (including the contents of waste bins) must be removed by the hirer at the end of the session and not left anywhere on the premises or adjoining land. We ask that you do not put left over edible items in the public rubbish bins near to the Church as this attracts foxes. Our halls are an asset to the Church and our community and we therefore appreciate your help in keeping them in a good condition.

Church Barn : A vacuum cleaner is kept in the cupboard under the stairs in the entrance lobby.

Church Lounge : A carpet sweeper and dustpan and brush are located in the kitchen and a vacuum cleaner can be found in the cleaning cupboard in the hallway.

Any posters, signs or balloons including any on lamp posts and fences must be removed please.

ON LEAVING THE PREMISES

Please ensure that water heaters, lights and electrical appliances are turned off. Check that windows are closed and fastened

Return the key to the keysafe and scramble the numbers when you leave.

CONTACT INFORMATION

Linda Baker, All Saints Church Administrator :

Mobile No : 07492 690678

Email: Hall booking enquiries hallbookings.allsaintspatcham@hotmail.com

Church Office : office.allsaintspatcham@gmail.com

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