

ST PAUL'S LITTLE EATON CHURCH HALL BOOKING FORM

Name of person making the booking.....

Address.....

Telephone..... Mobile.....

E-mail.....

Name of organisation (if applicable).....

Date..... Time.....

Description of activity..... Fee.....

I/we acknowledge that I/we have read the conditions and regulations of hire and the official scale of charges and hereby confirm that these are acceptable and will be strictly adhered to.

ST PAUL'S CHURCH HALL – CONDITIONS OF HIRE

1. The HIRER shall ensure that the Conditions of Use governing the use of the premises are complied with.
2. The term 'hirer' shall be recognised as the person accepting the responsibility for the booking of the hall and must be twenty one years of age or over. 'Regular Bookings' are defined as booking of the hall on a pattern of bookings for a minimum period of at least six months.
3. The HIRER shall pay as a deposit at least one third of the cost of booking. Such deposit shall only be refundable to the HIRER in the event of the PCC cancelling the booking.
4. The HIRER or the Parochial Church Council (PCC) may cancel the booking not less than four weeks before the booking date. For regular users, two months notice is required by either party. A full refund of all advance deposits and hire charges will be made in the event of cancellation in accordance with this condition but the deposit will not be returned if the booking is cancelled less than one week before the reserved date. The PCC reserves the right to cancel the booking if exceptional unforeseen circumstances arise.

5. The HIRER shall pay the balance of fees due before the event takes place. Regular bookings for the hall will be invoiced quarterly (December, March, June and September) and payment will be due within four weeks of receipt.
6. The HIRER shall be responsible for collecting the key prior to the hiring. The HIRER shall be responsible for returning any keys lent to the HIRER, immediately at the end of the hiring. The HIRER is not to, under any circumstances, lend this key to any other person or organisation, or have additional keys cut while it is in their possession. In the event of the key/s being lost, the HIRER will be liable for the cost of two replacement locks and new keys being cut. (Approx. £300). In the event of the key/s being lost, the HIRER to report the loss immediately to the booking contact.
7. The HIRER shall, during the period of the hiring, be responsible for, supervision and security of the premises, protection of the fabric and contents from damage and the behaviour of all persons using the premises. This includes proper supervision of car parking using the Village Hall car park so as to avoid obstruction of the highway.
8. The HIRER shall be responsible for obtaining any local authority or other licences necessary in connection with the booking, other than those, (if any) held by the PCC.
9. The HIRER shall be responsible for making adequate arrangements to ensure against any third party claims, which may lie against the HIRER or his/her organisation while using the premises.
10. The HIRER shall be responsible for the observance of all regulations affecting the premises imposed by the Licensing Justices, the Fire Authority, the Local Authority or otherwise. The Local Authority Premises Licence is displayed in the hall.
11. The HIRER shall not sub-let or use the premises for any unlawful purpose or in any unlawful way or do anything or bring onto the premises anything which may endanger the premises, the users or any insurance policies relating thereto.
12. The HIRER shall indemnify the PCC in respect of the cost of repair of any damage done to any part of the premises including the curtilage thereof or the contents of the building during, or as the result of a booking and in respect of any liability to third parties or otherwise arising out of the use of the premises pursuant to the booking. Such hirers must ensure that the hall is left locked and secure on their departure. Failure to do so will render them liable for any subsequent damage caused by leaving the premises unsecured.
13. The HIRER shall, if selling goods on the premises, comply with all relevant fair trading laws and any local code of practice issued in connection with such sales.
14. The HIRER acknowledges that no tenancy is intended to be created between the PCC and the HIRER and no relationship of landlord and tenant exists between them.
15. The HIRER should be aware that St Paul's Church operates the Diocesan Safeguarding Policy (<http://www.derbydiocese.org.uk/index.php/information/general-information/safeguardingandvulnerable-adults>).

You are required to ensure that children and vulnerable adults are protected at all times, by taking all reasonable steps to prevent injury, loss or damage occurring. Where applicable, the hirer's own Child Protection Policy will be expected to be in place, adhered to and be available for inspection.

AS WITNESS the hands of the parties hereto:

SIGNED by the person named in paragraph five of the hiring agreement,
on behalf of the PCC.

----- Date -----

SIGNED by the person named in paragraph six of the hiring agreement,
on behalf of the HIRER.

----- Date-----

ST PAUL'S CHURCH HALL – CONDITIONS OF USE

1. Make sure that the hall, kitchen and toilets are left in a clean and tidy condition for the benefit of the next user, in line with the instructions on display. Please take your rubbish home with you or place in the bins by the church porch gate. Cleaning equipment can be found in the cupboard in the entrance hall and in the kitchen.
2. The hall operates a food hygiene policy, details of which are attached to the conditions of use and are on display in the kitchen.
3. Ensure that all lights, cookers, kettles and taps have been turned off and the instructions for the use of the heating have been followed, before leaving the premises.
4. It is the responsibility of the HIRER to make sure that any electrical equipment brought on to the premises by either the hirer themselves or other persons connected with the event, has been PAT (Portable Appliance Testing) tested within the last twelve months.
5. Access to the fire exits must be kept clear at all times and users made aware of where the fire exits are. Fire extinguishers are located in the main hall, entrance hall and kitchen. For events involving large groups of people, eg. Concerts or dramatic performances, stewards must be appointed to position themselves next to the exits to facilitate evacuation from the building, should the need arise.
5. Any props, costumes or other materials brought on to the premises must be fireproof. Also, when moving chairs and tables, please do not drag them across the floor.
6. This hall does not have a licence for the sale of alcohol. If it is intended to provide intoxicating liquors of any kind, whether by sale or free of charge to persons who have paid for admission to the event, application must be made in the proper manner through a Licensee to the Licensing Justices for that purpose. This means that a Justice's Licence must be obtained except in the case of a genuinely private party, where the guests do not pay for their drinks or for admission to the event. No intoxicating liquor shall be supplied to any person under the age of eighteen and no person under the influence of drink shall be allowed to enter or remain in any part of the premises.
7. This hall does not have a full entertainments licence. If formal entertainment, eg. A professional disco, entertainer or public performance is to take place, those said performers must be in possession of their own entertainments licence and insurance. The hirer will be responsible for ensuring this is the case.
8. All parties/events involving persons under the age of eighteen, must be supervised by an adult at all times.
9. All hall users are expected to behave in a responsible manner towards the hall itself and the surrounding area.
10. Smoking is not permitted in any part of the Church Hall.
11. Should an accident occur while on the premises, the hirer is requested to complete an incident form, kept in the kitchen. This form should be handed to the booking clerk. A first aid kit can also be found in the kitchen.

St. Paul's Little Eaton

Food Hygiene – Kitchen Instructions

This document provides information and instructions on the use of the kitchen facilities at St. Paul's Little Eaton so that best practice is followed in any food preparation, serving and cleaning up within the premises.

Please note: Cleaning materials and supplies are kept in the drawer and cupboard to the right of the sink.

Instructions to those preparing and serving food

1. Since the highest food hygiene risks are associated with preparing raw chicken, raw fish (including shell fish) and raw pork, these foods should not be brought onto the premises unless a lead person involved in the kitchen use has completed some food hygiene training.
2. The person leading the food preparation event (the 'Lead User') should ensure that
 - a. only people actively engaged in food preparation should be in the kitchen,
 - b. no-one in their team currently has an upset stomach or has had one within the last 3 days
 - c. anyone preparing or serving food must wash their hands **before** starting food preparation, and whenever needed during preparation e.g. when changing the food type handled, after handling waste products, when re-entering the kitchen.
 - d. all ingredients used are within the use-by date
 - e. food is stored chilled and/or be appropriately reheated to the required temperatures, using the temperature probe provided. (See item 11 below)
3. When food has been prepared off site and is intended for use in the hall, the person providing the food should ensure that it has been prepared to equivalent hygiene standards as defined for the hall kitchen above.
4. Kitchen users should provide their own rubber gloves, tea towels and aprons with bibs. Some are available in the kitchen for internal users.
5. Before and after using the kitchen, all surfaces should be washed and wiped with anti-bacterial solution.
6. Please store bags in the cupboard provided, and not on kitchen surfaces. If bags or boxes have been used to transport food or equipment, please remove them as soon as the contents have been unpacked, then re-clean the surfaces.

7. No children under the age of 12 should be in the kitchen when food is being prepared or served.
8. Cleaning cloths are colour coded. Please ensure that the correct cloth is used.
 - a. Blue – washing up, cleaning kitchen surfaces
 - b. Red - toilet cleaning
 - c. Green - toilet hand basins and kitchen sinks
9. Please use the correct colour chopping board as below:
 - a. Yellow: cooked meats, cheese, eggs, and cooked fish.
 - b. Green: fruit, salad and washed vegetables
 - c. White: bread and cakes
 - d. Red: raw meat
10. When cooking or re-heating food on site, use the food temperature probe provided to ensure the food is adequately heated. Heated food must be above 63°C when serving, and the thickest part of the food must reach 70°C for two minutes minimum. Please clean the temperature probe and wipe it with anti-bacterial solution after use.
11. Keep chilled foods in the refrigerator as long as possible.
12. Only sugar, coffee, tea, salt & pepper, and fruit squash should be left on the premises. Any food left in the fridge short-term should be clearly labelled showing which group it has been left for, the date when it has been left, and the date of the expected event. Hirers should provide their own tea, coffee, milk etc.
13. Best practice for washing up is:
 - Scrape food waste into the general refuse pedal bin.
 - Wash in the left hand large sink with detergent, cloth and hot water. The water temperature should be hot enough to require the use of rubber gloves.
 - Rinse in the right hand large sink using hot water.
 - Drain and dry.
 - Change the water in both sinks frequently.
 - Use bowls for small quantities.
14. All wounds, injuries or rashes on hands must be covered with a blue dressing. These are provided in the kitchen. In case of injury while in the kitchen, an **incident form** should be completed and given to the church hire contact or a Church Warden. Copies of incident forms are provided in the kitchen.
15. Any dishcloths/scourers used should be discarded after each event.
16. Users should use the small pedal bin for general rubbish, and when full place the tied bags into the large grey bin for General Refuse. Both should be emptied at the end of your event. Empty the recycling bin if it is more than half full. Restock with clean bin-liners. Please take your rubbish home, or use the Church dustbins, located in the churchyard, to the left of the lychgate.