

CONDITIONS OF HIRE-WELLINGBOROUGH UNITED REFORMED CHURCH

GENERAL

1. As a Christian community and church, High Street URC welcomes enquires, and room and hall hire, from those who are in sympathy with our values and respectful of our faith.
2. All applications for the hire of the Church, High Street, Wellingborough NN8 4HW (hereafter called 'the premises') must be in writing on the hire form and sent to the Church office. The person signing the form shall be considered the Hirer and 'Responsible Person'. A named organisation shall also be considered the Hirer and be jointly and severally liable with any person signing the form.
3. No booking shall be considered confirmed until receipt has been acknowledged by a representative of High St United Reformed Church. A right of refusal to hire is in place.
4. A non-returnable deposit fee is required with the booking form with the balance due two weeks before the hire date. For long term and/or regular hire, a specific alternative agreement may be made.
5. Hire of the premises does not entitle the Hirer to use/enter the Premises at any time other than for the specific hours hired unless prior arrangements have been agreed. The premises must be cleared by 12 midnight unless by prior agreement. A caretaker is available to open/close the premises at an additional cost. They will liaise about the closing time booked. If this is more than 15 minutes over that booked, an additional hire charge will be made.
6. The Hirer shall not assign or sublet any hiring rights.
7. The Hirer is responsible for all loss of or damage to the Premises and/or any internal property during the hire period from entering to leaving the building. Any equipment left in the premises will be at the Hirer's risk and should be insured.
8. The Hirer is responsible for their own Public Liability Insurance and ensuring that good order is kept during the hire period and that occupants of neighbouring premises are not inconvenienced by noise, obstruction of vehicles or similar.
9. The Hirer shall be responsible for obtaining any necessary licences or permissions for the proposed use of the premises. In particular, licences may be required for public performances involving music, singing and dancing or for theatrical performances. If copyright material is used or performed, the permission of the owner of the copyright must be obtained.
10. In the event that the hiring involves the attendance of young people (defined as those under 18) and/or adults at risk on the Premises, an up to date Safeguarding Policy is required. Hirers with a regular booking who hold their own policy should provide this before the booking is confirmed. Otherwise, the Hirer will be provided with a copy of the Church Safeguarding Policy. The Hirer confirms that, they will abide by the terms of the Safeguarding Policy, and when necessary, appropriate Disclosure and Barring Service (DBS) checks will be carried out in respect of persons involved with young people/adults at risk on the Premises during the course of the hiring.
11. Entry / Exit doors must NOT be left unattended to prevent intruders gaining access before or during a booking.

HEALTH & SAFETY

The Regulatory Reform (Fire Safety) Order 2005 put new responsibilities onto the operators and users of public buildings. The new regulations require a risk assessment-based approach to fire safety. As the owners of Wellingborough United Reformed Church, a risk assessment has been undertaken to ensure that the premises is a safe environment for the public to use.

This document specifies the responsibilities of those hiring the premises and the provided safety features.

As the hirer of the premises, you are the **RESPONSIBLE PERSON** and must be responsible for leading the fire response in the unlikely event that a fire occurs.

The hirer of the premises must carry out a risk assessment to ensure that they understand the fire risks associated with their activity, that they have minimised those risks and that they have an emergency plan.

1. *Hirers will be responsible for their own Risk Assessment considering their activities and those present.*
2. The URC, its officers and representatives will not be liable for any loss, damage or injury which may be incurred by or be done to any person(s) while on the Premises arising from any cause including machinery or electricity breakdown, water leakage, fire, government restrictions or act of God and which may cause the Premises to be temporarily closed, or the hiring interrupted or cancelled.
3. To comply with fire safety regulations gangways, corridors, staircases and exits must be kept clear at all times and fire doors shut when not in use. All fire exit routes are signposted. **Regular Hirers should have their own Fire Precaution Plan in place with members aware of the evacuation process in case of fire.** An evacuation of the building should be run on a regular basis.
4. In case of personal accident during the hire period, an Accident book is available in the left-hand Vestry and should be completed by the **Hirer**. Reasonable access shall be given at all times to representatives of the URC and to the police if necessary.
5. Permission must be sought if any electrical or special equipment is to be used on the Premises. The Hirer shall ensure that any electrical appliances brought into and used on the Premises shall be safe and in good working order, having been PAT tested in accordance with current safety testing requirements, and used in a safe manner.
6. Permission for serving alcoholic drinks on special occasions may be given. Sale of alcohol will not be allowed. Smoking is not permitted anywhere on the Premises.
7. It is the responsibility of the Hirer to be familiar with and abide by relevant food safety regulations if food preparation takes place on the premises.
8. The premises should be left in a clean and tidy order at the end of the booking with no litter left on the premises.
9. In the event of any breach of these conditions being committed by the Hirer or any person present on the Premises during the hiring period, the Hirer's rights shall terminate and no part of the sum paid for the hire period shall be refundable.

SECURITY

To ensure the security of the premises and personal belongings the following are guidelines to keep the premises as secure as possible.

UNLOCKING

Initial access to the Church is via the back door on the Queen Street side of the premises.

- Unlock top and bottom locks and then Yale lock.
- Open door, enter and close behind you.

INSIDE SECURITY

- Please do not leave lights on in rooms or corridors which are not being used.

LOCKING UP

- Please ensure that the premises and rooms are left as found.
- Please ensure that ALL lights are turned off (check toilets etc), fires are switched off.
- Check all external facing doors are closed and locked. Close all internal doors.
- Exit through the Queen Street side entrance and check that the door is locked behind you.

SAFETY GUIDANCE AND EMERGENCY PLAN

YOU, THE HIRER, ARE THE "RESPONSIBLE PERSON"

At all times the premises is in use the 'RESPONSIBLE PERSON' must be in charge and ready to take control of any incident. Please read and become familiar with these instructions.

Your priority is always 'lives' and not the building!

The premises is well equipped with fire safety equipment including Fire Extinguishers and Emergency Lighting.

Accidents/Incidents

Details of accidents which result in an injury must be entered in the accident book. This is a legal requirement.

The accident book and First Aid box are kept on the shelf in the left-hand vestry.

BEFORE YOUR EVENT STARTS....

- Please ensure that you are aware of your activities and those present. Ensure that you have carried out a relevant risk assessment for your activities.
- Keep a fully charged mobile phone, torch and whistle with you at all times.
- Familiarise yourself with **all rooms** (including toilets, etc.), light switches, doors, **fire escape doors and escape routes**.
- Check that the **Emergency Exit Lights** are switched on.
- Check the exit routes are not blocked for example by tables or chairs.
- Check location of **Fire Extinguishers** and that they are clearly visible.
- Check that no 'doubtful' looking electrical equipment or extension leads have been brought into the premises.
- If you have any health and safety concerns (e.g. if main lighting fails, if fire exit doors are unusable, etc) then consider postponing the event.
- Ensure everyone attending the event are made aware of all emergency exits.

DURING YOUR EVENT....

- Beware of any hazards which could start a fire. If necessary, restrict the use of risky equipment and activities.
- Fire Regulations stipulate that all Fire Doors must be kept closed and should not be wedged open under any circumstances.
- Check that no decorations, etc. have been hung such that they could fall down and obstruct a fire exit or escape route (especially if flammable).
- Strictly enforce the NO SMOKING POLICY.
- Permission to use candles or any other naked flames during your event must be obtained.
- Ensure that fire exit routes do not become obstructed.
- Brief any disabled people and/or their helpers on the evacuation routes.
- Ensure that no vehicles obstruct the emergency exits or access route.
- Be vigilant of any smells of burning or a gradual build-up of smoke.

AT THE END OF YOUR EVENT....

- Tidy up the area you have been using and leave as found.
- Switch off and un-plug any heaters or other electrical equipment.
- Check all rooms and toilets to ensure they are empty and lights turned off.
- Check all external facing doors are closed and locked. Close all internal doors.
- Turn off all lights and exit via the back side entrance onto Queen Street, relock top and bottom locks before leaving.

The Emergency Plan

IN THE EVENT OF A FIRE....

What to do if you discover a fire:

- Take command - give loud and clear instructions to **immediately evacuate the building via the safest exit routes** and to gather at the Fire Assembly Point in High Street car park (opposite the premises) and wait there until an attendance check has been made.
- Ensure adults take charge of children and disabled persons requiring assistance.
- Check every room (including toilets) that is safe to enter, to ensure that everyone has left the premises, closing doors behind you.
- Contact the emergency services to say the premises is on fire **dial 999** and quote the postcode **NN8 4JT**.
- Once everyone has been safely evacuated and the Fire Brigade have attended please call the Church Emergency Phone Number 07359 351441 to inform the person on call of the situation.

Emergency Exits

There are five emergency exits which service the premises - evacuation routes for these can be found on the floor diagrams.

RESPONSIBLE PERSONS CHECK LIST

As the responsible person for your event you have legal duties with regards to the safety of those persons assisting or attending the event. The following checklist will help you consider the key Health & Safety requirements for your event.

Items to consider	Checked
Limitation on the numbers of people attending. (Agreed at the time of booking).	
What fire protection systems are present and what to do if a fire is discovered.	
How the Fire and Rescue Service and any other necessary services will be called.	
Identification of key escape routes and exits, check that they are clear of any obstruction and how people can gain access to them and escape to a place of safety.	
How the evacuation of the premises should be carried out, with particular consideration given to children, people with disabilities or impaired mobility	
Where people should assemble after they have left the premises and procedures for checking whether the premises have been evacuated.	
Procedures for meeting the Fire and Rescue Service on their arrival and notifying them of any concerns or risks.	
Identify helpers with specific roles in the event of a fire.	
At the start of the event, notify attendees of the No Smoking Policy, where to find the Fire Exits and the Fire Assembly Points.	
Ensure Emergency Exits are kept clear.	
Where the use of naked flames has been agreed, ensure they are kept clear of combustible material.	

I acknowledge receipt of the hiring conditions

Signed **by**

Hirer

Date

On behalf of