

CONDITIONS OF HIRE – THE UNITED REFORMED CHURCH SALEM HALL

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 rooms in Salem Hall, Salem Lane, Wellingborough NN8 4JT (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 the United Reformed Church (URC). 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.
8. The Hirer, if booking the Main Hall, will need to be trained in the use of the EVAC CHAIR, in case of an emergency, when the lift cannot be used.
9. 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.
10. 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.
11. 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.

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 the Premises have undertaken a risk assessment to ensure that the hall is a safe environment for the public to use.

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

As the hirer of the hall 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 hall 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. The number of persons using Salem Hall at any one time is 180 (120 in the Main Hall). *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. Planned exit routes are displayed in each room.
4. In case of personal accident during the hire period, an Accident book is available at the Coffee Bar 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 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 Salem Hall as secure as possible.

UNLOCKING

Initial access to Salem Hall is through the side entrance only.

- Please put key in lock – turn left until a click is heard
- Open door
- Immediately turn key to right until another click is heard – this allows people to leave the building but is locked to anyone from outside. Check that handle does not turn. **DO NOT LEAVE THIS DOOR PROPPED OPEN WITHOUT BEING SUPERVISED.**

INSIDE SECURITY

- If using the upstairs hall, please initially access the hall via the stairs near the side entrance. The door from the main stairs is kept locked so that no one can access the upstairs if the front door is open.
- If you have booked the hall and you need the lift – the lift is normally upstairs so that no one can access the hall just by walking into the building. Close the lift doors in the hall and go down in the lift. If possible, do the reverse when you have finished.
- Open the front doors to the car park - 2 bolts and latch - but please **DO NOT LEAVE PROPPED OPEN**. The panic bar on the front door is for emergency use ONLY and should not be used to open the front door.
- Please ensure, if you are the sole users of a room downstairs, that either the interior door lock is switched ON or you can see who is accessing the building. The switch is located up to the left beside the inside double doors.
- Please do not leave lights on in rooms or corridors which are not being used.

LOCKING UP

- Please ensure that the room(s) you are using are left as found.
- Please ensure that ALL lights are turned off (check toilets etc), fires are switched off and fire doors are closed.
- Exit through the 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 hall 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!

Salem Hall is well equipped with fire safety equipment including Smoke & Heat Sensors, Emergency Lighting and Alarm Points.

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 is kept on the ground floor coffee bar. First Aid Boxes can be found on the ground floor coffee bar and in the first floor kitchen.

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**, 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 & Fire blanket**, and that they are clearly visible.
- Check that no 'doubtful' looking electrical equipment or extension leads have been brought into the hall.
- Consider abandoning the event if you are dissatisfied with any safety issues (e.g. if main lighting fails, if fire exit doors are unusable, etc).

DURING YOUR EVENT....

- Beware of any hazards which could start a fire, especially in the kitchen area. 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).
- Check that any chair layout allows sufficient gaps between rows and suitably wide aisles to allow efficient emergency evacuation.
- Strictly enforce the building's **NO SMOKING POLICY**
- Permission to use candles 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 by parking next to the hall.
- Watch that nothing likely to cause a fire is taking place.
- 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.
- Stack chairs where you originally found them, no more than six high.
- Switch off and un-plug any heaters or other electrical equipment.
- Check all equipment in the kitchens, cookers, hobs and kettles etc are turned off.
- Check all rooms and toilets to ensure they are empty and lights turned off
- Check and lock all external facing doors and the internal security doors.
- Turn off all lights and exit via the side entrance onto Salem Lane, check door before leaving.

THE EMERGENCY PLAN

IN THE EVENT OF A FIRE....

What to do if you discover a fire:

- Raise the alarm immediately by using one of the 'Emergency Call Points'.
- Close all **fire doors** in the immediate vicinity to limit and slow down the spread of the fire.
- Take command – give loud and clear instructions to **immediately evacuate the building via the safest exit routes** and gather at the Fire Assembly Point and to wait there for attendance check that no-one is missing. **UNDER NO CIRCUMSTANCES SHOULD THE LIFT BE USED FOR EVACUATION PURPOSES.**
- Ensure adults take charge of children and disabled persons requiring assistance using the Evac Chair if necessary from the Main Hall
- Check every room (including toilets) that it is safe to enter, to ensure that everyone has left the hall, closing windows and doors behind you.
- Contact the emergency services to say the hall 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 07368 223520 to inform the person on call of the situation.

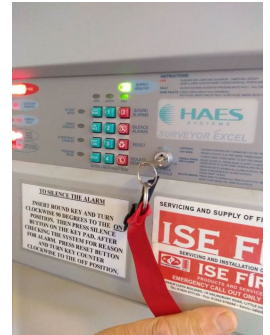
Emergency Exits

There are three emergency exits which service both floors, evacuation routes for these can be found on the floor diagrams.

False Alarm....

If the Fire Alarm is triggered but no fire is found it is possible to silence/reset the alarm.

- Locate the Reset Key, which can be found hanging on the wall in the understairs cupboard of the 'Old Office'.
- Insert Round Key in Alarm Control Box, Pic 6, turn clockwise a quarter turn to 3 o'clock, press SILENCE button.
- Press RESET button on Control Box to reset the alarm.
- Turn the Key back to 12 o'clock position. The Alarm should remain silent. Remove Key and Return Keys to original location in 'Old Office'.
- If Alarm continues to sound turn Key to 3 o'clock position, press SILENCE and **Contact Church Emergency Phone Number 07368 223520.**



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.

Before the event

Items to consider	Checked
Limitation on the numbers of people attending.	
What fire protection systems are present.	
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 and during the event

At the start of the event, notify attendees of the Smoking Policy, where to find the Fire Exits and the Fire Assembly Points.	
Ensure that the Smoking Policy is adhered to.	
Ensure Emergency Exits are kept clear.	
No naked flames are started (unless authorised e.g. candles).	
Where naked flames are present ensure that combustible material is kept clear.	
Rooms do not become overcrowded.	

I acknowledge receipt of the hiring conditions

Signed **by**

Hirer

Date

On behalf of