

St Stephen's Parochial Church Council
Church Hall Hiring Conditions

- Organisations that use the Church Hall should be aware of the requirement to have and adhere to policies for the Protection of Children and Vulnerable Adults. Copies of the Church policies are shown on our website. Any queries regarding safeguarding please contact Mrs Catherine Marshall 07791347490
- Hirers must not sell alcohol at an event without the prior written permission of the PCC to apply for a licence. Any applications must be addressed to the PCC Secretary: Mrs Beryl Howard, 10 Riverside, Hightown, Liverpool L38 0BU 0151 929 3617
- Non-Church organisations **must** arrange insurance cover for their activity which should include cover for any food provided by a hired in caterer. The hirer may be asked to produce the insurance documents.
- Any portable electrical equipment, provided by the hirer, must have passed an up-to-date PAT test.
- The Parish Church reserves its rights at all times for priority use of the Hall and/or car park but will always endeavour to give adequate notice to regular users.
- There are NO bookings from the Wednesday evening before Easter until Easter Day or during Sunday Morning worship.

For your Health and Safety

- Please note location of fire extinguishers and emergency hall exits.
- The First Aid kit is located in the kitchen.
- Any accidents are to be logged in the Accident Book located in the kitchen and reported to the Church Warden on 0794 454 2110 Please put completed forms in one of the attached envelopes addressed to' The Church Warden' and place in the Church letterbox.
- Stage not to be used under any circumstances during hire unless specifically agreed in writing.
- Children must be supervised at all times and are not allowed to play on the stage or be in the kitchen at any time.

Please help us to keep our hall looking great. Thank you!

- Any furniture (chairs, tables etc) should be carried not dragged to and from their temporary location. Please use table trolleys.
- Please attend to any spillages as they arise using a damp cloth. Do not use any cleaning liquids, only water.
- Please sweep the floor using the soft mop stored in the toilet area.
- If paint or glue is used, please provide, and cover the floor with suitable sheeting.
- Do not use any loose glitter.
- Please leave the hall in a tidy condition. All chairs must be stacked neatly in stacks of 6. Ensure that, after use, all windows are closed and all lights, gas, electrical appliances and water taps are properly turned off before leaving the hall. Toilet areas should be left in the good order they were found.
- Please ensure that all equipment is stored away and that anything belonging to you, or your organisation is taken away. The PCC is not responsible for anything left behind. All foodstuffs must be removed from the kitchen and fridge otherwise it will be destroyed.
- All rubbish must be completely removed from the Church Hall and its surroundings. The refundable security deposit of £50 will be forfeited if this condition is not met.
- Do not adjust the heating system.
- The hirer will be responsible for making good and/or paying for any damage occasioned to the Church Hall by persons using the Church Hall during the hire period.

- **The Parochial Church Council will not be responsible for any loss or damage suffered by any person using the Church Hall and car park howsoever such loss or damage may be occasioned.**