

Reepham PCC
St Michael's
Conditions of Hire

1. No activities should take place during the period of the hire which will cause annoyance to nearby residents or the general public or which are in any way inconsistent with the character of St Michael's as a consecrated church building. Late evening activities should normally end by 11.30pm with the premises fully vacated by midnight.
2. Hirers agree to abide by the following PCC policies and to ensure the safeguarding of children and vulnerable adults:-
 - 2(a) **Smoking** and **use of illegal drugs** is not permitted within St Michael's.
 - 2(b) **Gambling** is not allowed, except for raffles and tombolas as part of fund-raising events.
 - 2(c) **Alcohol** may be served as an accompaniment to social events but bookings will not be accepted for events such as beer festivals or wine tastings. **Where charges are made for refreshments which include alcohol, either within the cost of tickets or through voluntary contributions, then a local authority temporary event licence will be required.** It will be the responsibility of the hirer to secure such a licence (allow at least ten working days).
3. Religious activities of non-Christian groups are not allowed. Yoga is permitted for exercise or relaxation, but not in a religious context.
4. Martial Arts will be permitted only in the context of self-protection, self-discipline and restraint, and will require the prior approval of the full Management Committee. Martial Arts involving swords and staves will not be allowed.
5. Party political meetings will be permitted only when all local parties are involved together (e.g. hustings prior to a General Election).
6. In cases of uncertainty, the booking officer shall refer requests to the full Management Committee for a decision on the appropriateness of a proposed activity. The Rector shall have a power of veto on any activity deemed unacceptable.
7. The hirer shall be a responsible adult. If they are not to be present at all times during the period of hire, they should appoint a designated person, aged 18 or over, to be 'in charge' of and responsible for the persons occupying St Michael's during the period of hire. The hirer and any designated person should be familiar with the conditions of hire, the Hirers Safeguarding Agreement and all aspects of health and safety for the planned event.
8. The hirer will be responsible for arranging their own first aid contact. First aid boxes are located in the kitchen by the stove, and in the cupboard next to the toilets. All accidents must be recorded in the Accident Book which is also located in the cupboard by the toilets.
9. The hirer and designated person undertake to be responsible for the security of St. Michael's and its contents during the period of hire and to ensure that it is left in a secure state upon leaving. All internal doors must be shut and all external doors locked and bolted. All lights must be switched off and taps turned off.

10. The hirer and designated person undertake to leave St Michael's in a clean and tidy condition. Any crockery used must be washed up in hot water, dried and stacked away.
11. The use of any additional equipment owned by St. Michael's, such as the overhead projector, trolley and screen must be detailed to the Bookings Secretary, prior to the required booking date. There is no additional charge for such hire, but the hirer accepts full responsibility for any breakage or damage to the equipment – see Conditions of Hire 12.
12. The hirer shall be responsible for any damage to St Michael's and for any breakages, all of which must be reported to the booking officer. The booking officer shall have the right to request a returnable deposit, which should be paid at least one week in advance, as a security against any damage which may be caused, or to cover any costs incurred in cleaning and tidying St Michael's.
13. **Charities, clubs and societies, and commercial hirers must carry public liability insurance to indemnify themselves against personal injury claims and loss or damage to church property caused by the negligence of the hirer. The PCC reserves the right to ask for evidence of such insurance.** Losses attributable to the negligence of the PCC will be covered by the PCC's Parishguard Insurance Policy with Ecclesiastical Insurance Office plc. This policy also provides limited insurance cover to organisers of private social events where the hirers are not covered by their own domestic policies.
13. St. Michael's seats 80 people and will accommodate 120 people standing. A suggested seating plan is exhibited on the notice board in the porch. Hirers are advised to follow this plan in order to comply with Fire Regulations.
14. All lettings are made on the condition that if, on any occasion, the rooms are required for church activities, priority is given to the church. A reasonable period of notice of such requirement will normally be given. Reepham PCC reserves the right to terminate an agreement should the actions of the hirer be deemed to be in contravention of the letter or the spirit of the agreement.
15. Hirers of the main hall may use the kitchen for making beverages, but must provide their own tea, coffee, milk and sugar. Hirers may use the kitchen facilities for warming food (e.g. sausage rolls or mince pies) but use of the kitchen for cooking will incur extra charges. Where only the Miss Owen Gallery has been booked, access to the kitchen for the making of beverages or warming of food cannot be guaranteed if the Main Hall has been booked by another hirer at the same time.