



# Our Lady of Lourdes Church Hall

## Terms of Hire – Max numbers 50

**Start date of Hire :**

**Start time:**

**Number of people :**

**End Time:**

**Name of hirer :**

**Contact details :**

**Name of Tutor if relevant :**

**Nature of Meeting / Event / Gathering :**

**Rooms hired: Hall & Kitchen**

Hall & Kitchen Price: £20.00ph

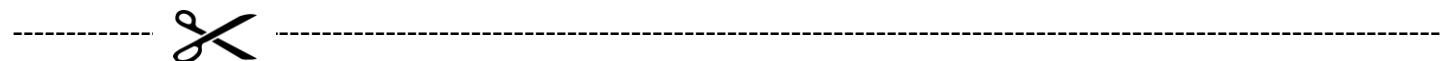
**Total hire cost : £**

Key available to be picked up from the Church Office, Eastfield, Steyning Road on Tuesday or Fridays 9am-12noon.

**There is no phone**, and some mobiles have poor reception in the building.

Parking on the street in Steyning Road – 2hr and 3hr ‘no return in’ time bays. Top of Steyning Road – no parking restrictions. Long term car park Marine Drive (short walk through the Twitten).

**Hirer** Insurance for major and minor accidents Yes/No



### PLEASE COMPLETE AND RETURN THIS SECTION TO THE OFFICE WITH REMITTANCE

To be completed by the hirer:-

I understand that any damage to the fabric, fixtures and fittings of the Hall and any breakages, losses or theft of any items belonging to the Hall will be charged directly to the hirer.

I have read the hire conditions and health and safety guidelines, and agree to abide by them.

Signed ..... Date .....

Name: ..... Telephone: .....

Address: .....

Hire Date: .....

**Remittance due : £**

Please make cheques payable to ‘Our Lady of Lourdes Church’. Thank you.

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## Useful Information

Kitchen and Hall Code is C1958Y

### Facilities

- Oven: Red switch on wall by oven needs to be turned on. Please turn off after use.
- Hot water: Turn switch on – located under window near the microwave. Turn off after finishing the washing up.
- Lights: Check toilet lights are off (and taps not running) and toilet flushed.
- Cleaning: Vacuum cleaner, brooms etc in porch cupboard. Key to be kept hidden, and is found with the first aid box in the kitchen top left hand-side cupboard.

Do not use coffee filter machines or chrome shelved heating unit.

### Heating

The thermostat to turn the heating up or down is on the wall, in the hall, to the left of the kitchen hatch. It is a modern heating system and does not 'click' when you reach a temperature. Simply turn to heat up, and make sure you turn it back down to the setting you found it at when you leave the hall.

### Decorations

If you wish to decorate the hall please consult with the Parish Office. Please do not damage walls, and remove all your decorations when finished.

### And finally

- Keep premises in a good state
- Leave room layout as agreed with lessor
- Prior to locking up ensure premises are empty
- Close and lock windows and doors, turn off all lights before leaving and locking up. Hall key to be then returned through the letter box at Eastfield.
- **REFUSE** – please take refuse home and dispose of.
- **NAPPIES** – these are to be placed in a nappy bag, and either taken home for proper disposal or placed in the outside green bin. Do not leave in the bathroom or church bins.

### Parish Contact:

#### Parish Secretaries

Brenda Gwyer, Julie Williams & Barbara Pierce

Tel Office. 01273 **302903**

email: [ololandstp@outlook.com](mailto:ololandstp@outlook.com)

# Our Lady of Lourdes Church Hall

## Hire Terms and Conditions

The person hiring the Hall (The Hirer) will be held responsible for all guests in the Hall and grounds during the time of hire.  
**Hall capacity is limited to 50 persons.**

### ALL HIRERS MUST OBSERVE THE FOLLOWING:

1. Vehicles left in the Hall grounds are at owner's risk.
2. All dancing and music to be in the Hall only and noise levels must not constitute a nuisance to local residents. All music to end by 11.00pm.
- 3.a. Hirers will only be permitted to enter the Hall on the day of the event and at times related to the charge; admittance will not be possible at any other times without the permission of the Church.
  - b. All decorations and other items to be removed when leaving the Hall.
  - c. All rubbish/food to be removed from the Hall and tables and chairs replaced in an orderly layout.
  - d. Carpet must be vacuumed, kitchen floor swept and tables and counters wiped down.
  - e. Lessor can visit anytime
  - f. Observe health and safety rules
4. No smoking on the premises.
5. No fireworks are permitted.
6. No Bouncy castles are permitted
7. Alcohol consumption: Under 18 drinking rules will apply.
8. The Hall must not be left unattended at any time during the hire period.
9. Sub-letting of the Hall is not permitted.
10. Linen and tablecloths are not provided: however the following are allowed to be used:- cutlery and crockery, microwave, cooker, kettles may be used, but must be left cleaned and put back as found. **The coffee filter machines may not be used.** Hirer to supply own tea, coffee, milk, sugar, squash etc.
11. The main Church must not be used for any purposes other than prayer and reflection.
12. All hire charges are payable 14 days in advance of the date of hire to the Bookings Secretary.
13. Early Termination of hire up to one week beforehand 50% refund, 7 days notice or less 100% of hire must be paid.
14. Cheques should be made payable to 'Our Lady of Lourdes Church' and handed in to the Church Office.

## Health and Safety

It is the intention of Our Lady of Lourdes Church Hall Committee to comply with all the Health and Safety Legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations

**Hirers and visitors** will be expected to recognise that there is a duty on them to comply with all safety requirements set out in the hiring agreement, with all safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

**All hirers** will be expected to read the whole of the hiring agreement and sign and return to the parish office the tear off slip on the front page, keeping the hiring form as evidence that they agree to the hiring conditions.

It is the hirer's responsibility to advise everyone about Fire Exits at the start of a session – glass side door used for entry must remain unlocked when people are in the Hall – this is one of the Fire Exits.

In the case of any fire please evacuate building immediately, and call the Fire Brigade. Muster Point is on the village green.

Fire Extinguishers in the Hall, Porch and Kitchen.

Fire blanket in Kitchen near cooker.

First aid box and register located in kitchen, in top cupboard nearest the door. All accidents must be recorded in the register.

The following practices must be followed in order to minimise risks:

- **Make sure that all emergency doors are clear and unlocked as soon as the hall is to be used and throughout the hiring.**
- **Do not** operate or touch any electrical equipment where there are signs of damage or exposure of components.
- **Do not** work on steps, ladders or at height.
- **Do not** leave portable electrical or gas appliances operating whilst unattended.
- **Do not** bring onto the premises any portable appliances that have not been Portable Appliance Tested. (The hirer must check with the provider).
- **Do not** attempt to move heavy or bulky items (e.g. stacked tables or chairs).
- **Do not allow children into the kitchen.**
- **Report** any evidence of damage or faults to equipment or building's facilities to the Church Office.
- **Report** every accident in the accident book and to the Church Office.

The hirer of the Hall must agree to comply with the conditions above.