

St. Paul's Parish Rooms Trust

(Registered Charity No. 309060)

The Parish Rooms is owned and run by the St. Paul's Church of England School and The Parish Rooms Trust ("PRT"). The Parish Rooms is a small Educational Trust, funded from a proportion of surplus income from room hire, minus running costs. Grants are available to children and young people under the age of 25 living or attending school within the parish.

All applications should be addressed to the *Parish Rooms Secretary* at the Parish Office.

CONDITIONS OF HIRE

1. Responsibilities

1. The Hirer must be over 21 years of age at the time of application.
2. It is the responsibility of the hirer to ensure that the '**Conditions of Hire**' for the Parish Rooms are understood and adhered to by all persons using the 'Rooms' during their hire period. The 'Conditions of Hire' are permanently displayed in the foyer and a copy accompanies each confirmed booking.
3. It is the responsibility of the hirer to ensure that our '**H&S Policies**' of the Parish Rooms, are read, understood and adhered to by all persons during their hire period. These documents along with our 'Risk Assessments' are permanently in a file in the kitchen for your perusal.
4. To the fullest extent permissible by law, no liability will be accepted by the PRT, its Trustees or its employees, for any injury or loss however caused to any person hiring or using the Rooms or the Car Park. Non-private hirers are encouraged to arrange adequate insurance cover.
5. Parish Rooms do not have a premises licence. Alcoholic drinks may be consumed on site by over 18's but if it is to be sold, hirers must obtain a temporary licence from the Local Licensing Authority. Please gain permission from us before you apply.
6. **No smoking** In accordance with current legislation is allowed in any part of the building and signs are displayed to this effect. This includes burning of incense.
7. **Noise** must be kept down to a reasonable level – this also applies in the car park. All music must be finished by 22:30 Sunday to Friday and 23:00 on Saturdays. All rooms must be vacated by 23:00 on Sunday to Friday and 23:30 on Saturdays AT THE LATEST.
8. **Drunk and disorderly behaviour and supply of illegal drugs** You must ensure that in order to avoid disturbance and violent or criminal behaviour:
 - a) no one attending consumes excessive amounts of alcohol
 - b) no illegal drugs are brought onto the premises.Drunk and disorderly behaviour is not permitted either on the premises or in its immediate vicinity. We will ask any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way to leave the premises in accordance with the Licensing Act 2003.
9. **First Aid:** Please ensure you have a qualified first aider during your sessions where possible. A First Aid Kit and The Accident Book are kept in the kitchen. Details of any accident should be recorded in the Accident Book
10. **Safeguarding:** The Oxford Diocesan Guidelines 'Safeguarding Policy' apply to all Church organised activities and are available in the office for consultation by any Hirer. Any Hirer whose activities involve children, young people and other vulnerable adults are only provided by fit and proper persons in accordance with the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, you must provide Parish Rooms with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS)
11. **Music Copyright licensing:** To play recorded music on our premises, it is necessary to have the appropriate licences: PPL – Phonographic Performance Licence and PRS – Performing Right Society. The hirer must hold the PPL and is also responsible for ensuring that either they hold a PRS licence or that the Parish Room Trust holds one.
12. **Film** You must restrict children from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. You must ensure that you have the appropriate copyright licences for film.

This Agreement confers the required permission on you. (The Deregulation Act 2015 requires you to have our written permission to show a film).

13. **Bouncy castles** are not permitted to be used on the site or in the Parish Rooms. Soft-play and low inflatables may be allowed, please contact the administrator for more information.
14. Stiletto heels must not be worn in the Parish Rooms.
15. **Decoration** is allowed by using blue tack ONLY, NOT sticky tape that damages the painted walls. No notices whatsoever may be pinned or stuck to the walls. Notice boards are provided for you to put up a poster to advertise your group whilst you are a current user, out-of-date notices will be removed
16. You are responsible for the building whilst here and must be certain that all doors and windows are securely shut and locked before leaving. Please do not leave the premises until the door automatically locks at the agreed time if you are the only hirer at that time. Please contact one of the emergency numbers displayed in the building if the door does not lock
17. **Storage** No items are to be left in the building except by prior permission of the Management. Hirers having access to storerooms are to keep them locked. The Management cannot accept responsibility for items left in storerooms.
18. **IN CASE of EMERGENCY** In the event of fire, the alarm is to be deployed. After the building is evacuated to the assembly point at the far end of the car park, you must ring the fire brigade. Fire notices and procedures are displayed around the building. Should there be any emergency whilst you are on site, please contact one of the IN CASE of EMERGENCY numbers displayed inside and outside the building.

2. **Payment & Cancellations**

One-Off Hirer

Payment

1. The hire charge will be that applicable at the date of the event. A minimum deposit of 50% of the total hire cost will be charged on booking, to be paid within 1 week. This deposit will be set against the total cost when the balance is paid by 4 weeks before the event. If payments are not made within the time frame, the booking may be cancelled.
2. A Damage Deposit will be charged as follows: Main Hall/kitchen: £150 ~ Large Room: £75 ~ Small room: £50
The Damage Deposit will be refunded after the event has taken place, subject to satisfactory inspection of the premises, checking contents, cleanliness, and breakages. Any costs incurred to the PRT, for repairs, replacement and any extra cleaning of the Parish Rooms or Car Park found to be necessary as a result of the hire, will be deducted from the Damage Deposit before it is returned to the hirer.
3. Payments should be sent to the *Parish Rooms Administrator*, Parish Office, St. Paul's Parish Rooms, Reading Road, Wokingham, Berkshire RG41 1EH. **Enquiries: Tel: (0118) 334 2668**

Cheques should be made payable to '**St. Paul's Parish Rooms Trust**'.

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ACCOUNT: 50764582

Cancellations:

4. Please notify us by telephone/email Monday-Friday during our office hours Monday, Tuesday, Thursday 09:30-12:30 and Fridays 12:30-15:30. The office is closed on Wednesdays. If a notification is sent outside of these hours, the cancellation terms shall apply from the next working day.
5. The following deposit refund terms will apply:

100% if a cancellation is made more than 12 weeks before the event – any balances made shall be refunded.
50% if a cancellation is made 8 - 12 weeks before the event – any balances made shall be refunded.
0% if a cancellation is made less than 8 weeks before the event – any balances made shall be refunded if less than 4 weeks before the date of the event. 0% refund of balances if the cancellation is made less than 4 weeks before the date of the event.
6. The Damage Deposit will be fully refunded if the event of cancellation.

Regular Hirer

Payment

7. The hire charge will be that applicable at the date of the event. Hire charges are reviewed annually and changes are implemented from 1st September each year. It may be necessary to review these hire charges again mid-contract during the academic year. You will be given 12 weeks' notice of any tariff changes.
8. A deposit of £50 will be required on initial booking. This will be set against the first term's hire charge but will be forfeit if the booking is cancelled within 6 weeks of the commencement of the booking.
9. PRT invoice on or around the 1st of the Month. Payment Terms:- monthly: 14 days, half-termly/termly: 30 days of the date of invoice. Invoices not paid on time may be subject to a 5% surcharge.
10. Payments should be sent to the *Parish Rooms Administrator*, Parish Office, St. Paul's Parish Rooms, Reading Road, Wokingham, Berkshire RG41 1EH. **Enquiries: Tel: (0118) 334 2668**

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Cancellations:

11. In the event of cancellation, please notify us by telephone/email Monday-Friday during our office hours Monday, Tuesday and Thursday 09:30-12:30, Friday 12:30 – 15:30. We are closed on Wednesdays. If a notification is sent after these hours, the cancellation terms shall only apply from the next working day
12. In the event of cancellation at least 6 weeks' notice is to be given or 6 week's payment in lieu of notice. No refund will be given for the cancellation of a single class due to unforeseen circumstances outside of the control of the PRT.
13. Exception dates are confirmed at least 6 weeks' in advance. These include Wokingham Arts Society, Wokingham Borough Council Elections, NHS Blood Donation and any Religious Church activity etc. You shall not be charged for any dates the PRT cancel or cannot honour.

3. Access

1. Organiser access: We allow 15 minutes before and after (half an hour) free of charge for set up and clear away. You shall be given a Door Code allowing entry during your overall access time on your invoice, emailed up to 3 days before the event.
During your session: The door can be locked, unlocked-closed or wide-open. Please contact the office to discuss this if you are unsure which option is suitable for your event.

4. Furniture, Equipment and Cleaning

1. Hirers must leave the building tidy and clean: all tables put away and chairs stacked 8 high maximum facing the back wall. **DO NOT BLOCK THE FIRE EXITS**. Each room has a plan showing how furniture and the room should be left. Articles from the storeroom or kitchen must be returned.
2. All breakages are to be reported and a charge may be made for their replacement. It would be appreciated if faults e.g. a leak, light bulbs etc could be reported to the office so they can be fixed
3. Any equipment used should be cleaned and be returned to its proper storage space after use.
4. Hirers are to sweep and mop the floor after use and all surfaces wiped clean. Please bring your own cleaning products and cloths There are several brooms and mops in the cupboard outside the main hall for your use.
5. Waste: General waste and mixed dry recycling (Paper, Card, Cans, Plastic) should be put in the correct skip at the back of the building, using the large black key hung in the kitchen, please relock, and replace. If it is not possible to close the lid take your waste home. All glass **MUST** be taken home for recycling.

6. Lights, Electrical Equipment & Heating

1. Hirers MUST ensure that all lights are turned off before leaving, including room, hallway, kitchen, storerooms, and toilets.
2. You must ensure that any electrical appliances brought by you to the premises and used are safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Electrical equipment over 1 year old, must be PAT tested.
3. Radiator thermostats are set at mark 3. They may be adjusted for comfort during your session. Return to 3 before leaving the building so the following users are not greeted by a cold room.

7. Food, health & safety and hygiene

1. You must, if preparing, serving, or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. The premises are provided with a refrigerator and thermometer.
2. We do not provide cloths/tea-towels, bring from home, and dispose of properly. Washing up liquid is provided.
3. Remove all your items from the fridge/freezer when you leave.
4. Use the oven and microwave safely, exercising common sense and self-care.
5. No children under 10 years old allowed in the kitchen.

9. Parking

1. Cars are parked at owner's risk. ONLY users of St Pauls Parish Rooms, St Pauls Church and Churchyard users are entitled to park. No vehicle is to be left in the car park overnight unless prior by arrangement.
2. There is a 2m height restriction. If you have a key vehicle arriving i.e. Entertainer/Caterer with a vehicle over 2m please advise on the booking form so arrangements can be made to allow access.
- 3.

The PRT shall not be liable under this Agreement in any way for loss, damage, or delay consequent upon any circumstances beyond its reasonable control, including, but not limited to, the use of the Rooms in response to any emergency. The hall is in constant use by many people. There is no resident caretaker. The Management requests observance of the 'Conditions of Hire' by all Hirers to ensure the smooth running and proper use of facilities to the advantage of all.