

## **Christ Church Moreton PCC**

### **Let of Parish Centre**

This document covers the main terms for people using the parish centre. If anything is not clear please contact the office and we will provide clarification.

The cost of using the parish centre - See separate pricing schedule. In addition, a deposit of £30 is required to cover any minor damage (e.g. crockery breakages). This will be refunded if there is no damage and in clean and good working order.

The Parish Centre may not be used for commercial trading purposes nor the sale of alcohol. Consumable items in the kitchen (tea, coffee, items in the refrigerator etc..) are not included in the letting, please do not use these.

The PCC is responsible for providing the premises in a satisfactory condition. If at the commencement of the hire any urgent or non-urgent problems are noticed in office hours please contact the office. If something is noticed that is urgent (e.g. serious breakages or equipment problems) and the office is closed then contact the Church Warden (Steve Eaves) – Mobile 07422 689017.

The PCC has insurance cover for the parish centre and this includes cover for any liability the PCC may have in relation to the hire of the centre (for example any injury incurred as a result of the centre's fixtures and fittings). The PCC's public liability insurance does not extend to cover any liability for activities conducted by a hirer (for example any injury caused as a result of activities undertaken).

The hirer is responsible for:

- Ensuring that the fire regulations are followed. In particular the hirer should know where the equipment is kept, where the fire exits are and what to do if there is a fire. The bolt on fire door in Main Hall in Parish Centre must be unlocked when the hall is in use. By law, smoking is not allowed at any time anywhere in the Centre.
- Ensuring that the room/s used are clean and tidy after use and all rubbish is removed (a bin is available at the rear of the centre).
- Ensuring that all lights and appliances are switched off and the Parish Centre is properly secured. All windows and exits should be checked before departure. Please also check that taps in all the toilets are turned off.
- Ensuring that any activities are properly conducted. Users are reminded that:
  - they are responsible for any accident or injury which arises out of any such activities and they should have appropriate insurance to cover any liability arising from the activities.
  - it is their responsibility to ensure that the premises are safe for the purpose for which they are used.
  - In the case of hire by an organisation, it is their duty to ensure that that staff and volunteers there are adequately trained for the activities concerned and that they adhere to child and vulnerable people protection legislation.

Should any issues arise during the hirer's use of the parish centre, please contact the Parish Centre Office on 604 0049 or leave a note under the Office door within 48 hours. In particular:

- Should an accident or incident occur during their occupation of the premises which did or could give rise to injury, the Accident Book (kept in the Kitchen with the First Aid box) needs to be completed before the premises are vacated by the users after the event. The user should notify the office as soon as possible after the accident or incident,
- If any damage is done to the fabric or contents, please let us know so we can ensure the item is repaired or made safe.

The parish centre is part of Christ Church Moreton, as such it is expected that any activities undertaken during the hire of the parish centre should be acceptable within a church setting and not conflict with the mission of the church.