



Emmanuel Church Fleetwood

Conditions relating to the of hire of facilities at Emmanuel Church

1. The Hirer(s) must not be a commercial enterprise.
2. Hirers must have their own Public Liability Insurance (PLI). A hire cannot go ahead if this is not in place. The PLI document must be available for viewing if required.
3. The premises can only be used within the agreed times and for the agreed purposes.
4. Drawing pins, blu-tak, Sellotape must not be used on walls etc.
5. The sale or consumption of alcohol, cigarettes or chewing gum is not allowed on the premises.
6. Semi-permanent fixtures (e.g. cupboards and bookshelves) should not be moved to avoid risk of accident.
7. The premises must be left in a clean and tidy condition, including the kitchen, and any unused items must be removed by the Hirer from the fridge at the end of the hire period.
8. The Hirer must not permit any activities which are unlawful, or which may cause offence, or which may bring the name of the Church into disrepute.
9. The Hirer is responsible for ensuring that annual PAT tests have been carried out on all portable electrical equipment brought into the building. The PAT test certificate(s) must be available for viewing if requested.
11. The Hirer must comply with all relevant legislation concerning Health and Safety (including the provision of a qualified First aider if necessary), The Children Act, Employment of Staff, Environmental Health, Food Hygiene Regulations and Food Safety At Codes of Practice so far as it may affect them and is responsible for covering any fines or costs the Church Trustees are liable for if this condition is breached
12. The Hirer is responsible for providing the necessary licence for any TV equipment brought onto the premises and will cover any fine, costs or other the Church Trustees are liable for if a licence is not provided. The relevant licence must be available for viewing if required.
13. The Hirer is responsible for the adequate supervision of all activities and persons to ensure the safety of all persons on the premises.
14. The Hirer will be held responsible for any damage done to church property or equipment and will be liable to pay for replacement or repair.
15. Inflammable or dangerous materials (including candles), are not allowed on the premises.
17. The number of people attending must not exceed the maximum number allowed. (see attached Premises Hiring form)

Ongoing Hire Agreements

The above conditions are applicable, plus the following:

15. Ongoing Hire Agreements may be terminated by the Church Trustees, or The Hirer giving one month's notice in writing. *The Church Trustees may terminate an ongoing Hire Agreement without notice if the Hirer is in breach of any Conditions of Hire.*
16. The Church Trustees may, upon one month's written notice, require the Hirer to suspend/cancel a session or sessions on any day so that the premises may be available for church use, provided that such suspension shall not happen on more than four days in any one calendar year.

17. If the Hirer does not require the hall for any session the Hirer must give the Church Trustees 14 clear days' notice in writing, otherwise normal payments will be due.
18. The Hirer is responsible for the safety and security of any equipment or goods left on the premises and will be responsible for effecting adequate insurance of any such equipment or goods. *The Church Trustees will not be responsible for any loss or damage to any goods or equipment left on the premises.*
19. The Hirer will allow any authorised officer of the Church access to the premises during the hours of use by the User to inspect the property or its use.
20. The Hirer will not the church as a postal address for the delivery of any mail. Any mail received will be returned unopened to its sender.

General Information relating to the of hire of facilities at Emmanuel @The Mount

Gaining access to Emmanuel Church One-off hire

The building will be unlocked by the caretaker or other church representative who will also return to lock the building and check the premises at the end of the hire period.

Ongoing hire

The Hirer may be eligible to hold a key for the part of the building they are hiring.

Car Parking

There is on street parking available near the church.

Location of items on the premises

First Aid Box: Located in the servery.

Incidents or injury: A form for recording any incidents or injuries is located in the servery with the First Aid Box. In case of incident or injury it must be completed by the Hirer and left in the folder, this will then be removed by the administrator and filed/acted upon.

Emergency: In case of an emergency, call 01253 770646 or 07814 731947.

In case of fire or serious injury, please call 999 direct.

A map showing fire exits and muster points is located in the kitchen with the First Aid

We welcome feedback from your experience using the facilities at either Emmanuel.