

# St Benedict's RC Church Hall

Thank you for making a booking to use the Parish Hall for your forthcoming event. The Hall is owned by the Downside Abbey Missions Trust. It is administered by a Parish committee of volunteers for the benefit of everyone in the Parish and those requiring accommodation for events. To this end and to keep administration time and costs down we would be grateful if you could read our standard conditions and assist us by leaving the property as you would wish to find it. We hope you have an enjoyable time.

## Standard Conditions of Hire

1. The hire of the hall is for the hall and kitchen only. Other areas marked private or the grass areas around the car-park are not included in the hire (see parking). The Sacristy is private and out of bounds to hirers.
2. The Hirer must read and comply with the Emergency Instructions accompanying these terms.
3. The rooms are accessed via pin number on the rear door which is supplied on booking being accepted.
4. The numbers attending functions must not exceed 60.
5. The hirer should ensure that the Halls are left clean and tidy and all rubbish is removed. Please note that the cleaning cupboard has a vacuum cleaner, a broom and dustpan and brush for tidying up purposes. Spare toilet paper supplies and a floor cloth and bucket in case of spills are also stored in the cupboard.
6. At the end of the hire all furniture should be returned to the place it was taken from.
7. Any damage incurred must be reported to the Booking Secretary as soon as possible and the Hirer may be liable for repair costs.
8. The Hirer must comply with all conditions laid down by the Fire Authority. The Hirer is responsible for any License in relation to Liquor, Music and Dancing.
9. The hall heating is controlled by a thermostat. After any adjustments by the Hirer, the thermostat must be returned to the original temperature setting on leaving. The heating thermostat control is located in the kitchen.
10. The adjoining kitchen is spacious and has a serving counter. The kitchen is equipped with a sink, fridge and cupboards. Cups, plates and glasses are available for use. Please wash and dry any crockery after use and return to shelf where found. There is also a small fire extinguisher located in the kitchen.
11. Electrical appliances, especially in the kitchen, must be switched off and unplugged before you leave.
12. Parking. Hiring the hall allows the hirer to use only the marked parking spaces around the hall and not any residents parking places. Every parking place is numbered with its own designated number and symbol indicating whether church or resident bay. Please ONLY use the Church parking bay. For large events, the PPC may appoint a parking Marshall to ensure safe parking for visitors. Please observe their instructions when parking your vehicle. The Car Parks are available for your use only during the hire period and are used entirely at the users own risk.
13. No Bouncy castles or other similar inflatable or fixed apparatus is permitted in the hall, car-park or surrounding grass areas.
14. Smoke machines and the use of naked flames, e.g. candles, are not permitted.
15. All certificates and regulations appertaining to the hall are on display on the notice board (e.g. safeguarding, public liability insurance).
16. The Car Parks are available for your use during the hire period and are used entirely at your own risk. For large events, the PPC may appoint a parking Marshall to ensure safe parking for visitors. Please observe their instructions when parking your vehicle.
17. Toilets. Toilets are located on the ground floor to the left of the entrance door.
18. Lights. Main light switches are located on the wall near the kitchen just before entering the hall itself.

## Safeguarding

19. The hirer (and their party) must agree to abide by the parish safeguarding policy and code of practice. Details are available on the St Benedicts parish website (and hard copy is on the hall notice board). Compliance with this policy and its code of practice is a condition of hire. The hall cannot be hired to a party who will not agree to these terms and conditions. Please note that a hire can be terminated if it is suspected that the hirer or their party has failed to comply with aforesaid policies.

## Cost of Hire

20. The hire of the hall is free for parishioners of the parish. Parishioners must still book and adhere to the terms and conditions of hire.
21. Non-parishioners are welcome to hire the hall (if available) at a nominal cost of £25 for half a day, 0900 - 1300 or from 1400 to 1800. Evening events from 1800 to 2200 are charged at the same rate as all day at £50 per hire. Payments must be made in advance of the booking and are non-fundable.
22. All day hire allows the person booking the hall to have it from 0900 - 2200. The hall must be vacated, all lights off, tables put away and the room tidied by 2215 at the latest. The Secretary may allow at discretion slightly later times at weekends or bank holidays but this cannot be guaranteed and the peace and comfort of neighbours is paramount.
23. In certain circumstances, short two hours sessions (before 1400) may be permissible for classes etc. at a cost of £15 for two hours but these are at the discretion of the Booking Secretary.

## Emergency Instructions - Health & Safety

22. The Hirer must acquaint themselves with the emergency exits and firefighting appliances.
23. The Hirer must at the commencement of all meetings address all occupants of the Hall with the following information
- Point out the Emergency Exits
  - That in the event of a fire a Fire Bell will sound. All occupants must vacate the building and congregate in the Car Park area ensuring emergency vehicles have clear access. Do NOT return for personal possessions.
  - All fire exits must be kept clear of chairs, tables or any obstructions.
  - In the event of evacuation all door curtains should be held back to ensure a clear exit.
24. The areas of the main entrance, kitchens and toilets must be checked at regular intervals in case of fire or any other issues.
25. When all persons are safely situated after an incident - telephone 999 immediately.
26. The address to be given to the operator is:

St Benedict's RC Church Hall  
A367 Fosseway  
Stratton on the Fosse  
Somerset BA3 4QR

27. **Note.** The nearest defibrillator is located at the Village Hall 250 yards to the left of St Benedicts Hall.