

# CHURCH CENTRE BOOKING GUIDE

## and terms and conditions of hire

*We would like to welcome you to the Church Centre, built by the Anglican Church in 1970 as a combined worship and community building. We hope you will enjoy using it. The Church Centre is a place of worship used for church activities and services on Sunday mornings. It is therefore not available for hire after 12 noon on Friday, 6 pm on Saturdays, or on Sundays except by special arrangement. It can be booked for community activities, other than commercial ventures, on any other days or evenings. In principle, private parties where an alcohol licence is required will not be permitted, unless there is identification with a Church or Village function*



### **Contact Details for Bookings:**

#### **Church Office (next to Centre)**

Portsmouth Road, Liphook, Hampshire GU30 7DJ  
Tel. 01428 725390 email: [office@liphookchurch.co.uk](mailto:office@liphookchurch.co.uk)

### **Opening hours:**

**Monday 10.30 am – 12.30 pm**

**Tuesdays/Wednesdays/Thursdays 9.30 am-12.30 pm**

**Closed Fridays**

## Booking fees (from 1<sup>st</sup> April 2017)

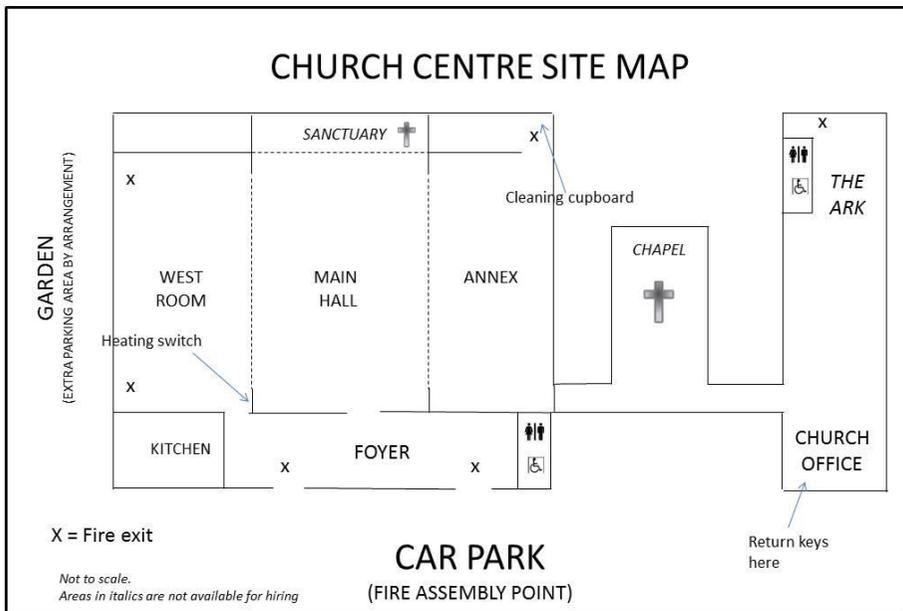
ROOMS	Hourly rates (£)		Session (3 hours) rates (£)	
	Occasional	Regular*	Occasional	Regular*
West Room	15.00	13.00	35.00	30.00
West Room & Main Hall joined	25.00	23.00	60.00	55.00
Whole Centre (all day)	Weekday		180.00	
	Saturday (until 6 pm only)		210.00	

*\*Regular is defined as more than once a month.*

*Use of the kitchen is included in the hire*

## Booking

Contact the Church Office to make your booking. We will then send you a confirmation invoice and a copy of this booklet, which constitutes our terms and conditions of hire. You will need to complete and sign the back page, detach it and return it to us with your booking fee.



## Using the Centre

**There is no full time caretaker on site, so please treat the centre as if it were your own, and remember that others will be using it after you. The main parts of the Centre are cleaned each morning, so the premises should be in good order when you arrive. The rooms are used a lot - it is up to all users to help one another by keeping things as nice as possible. Your hire period includes setting up and clearing away time, so please don't arrive early or overrun as you may clash with another booking. You are welcome to come down during Church Office opening hours to see where everything is– just contact us to let us know.**

**Setup:** All hirers are responsible for setting up furniture and other equipment for their own function. Please contact the Church Office to find out what is available for you to use.

**Posters:** Please don't fix Blu-tack or similar products, or drawing pins to any surfaces (except noticeboards) as this spoils the cleanliness of the walls.

**Heating:** You can switch on the central heating for up to two hours at a time. The switch is on the right as you enter the West Room – press the grey button (once for ½ an hour, twice for 1 hour, three times for 2 hours).

**Parking:** In order to comply with fire regulations you must ensure that no cars are permitted to park in front of the main doors. This is to allow access for emergency vehicles. An additional parking area can be arranged on request. Please don't park on the road outside the Church Centre out of consideration for our neighbours.

**Capacity:** The maximum capacity for the whole centre is 200 seated or 250 standing.

**Bouncy Castles:** These must be no more than 3 meters high and suitable for indoor use. You will need to provide a protective covering for the floor **and you must arrange separate insurance (see p5).**

**Wi Fi:** By arrangement only.

**Alcohol:** If you intend to sell alcohol at your event you must apply for a license. This can be obtained from East Hampshire District Council. For further information go to [www.easthants.gov.uk/licensing](http://www.easthants.gov.uk/licensing), or phone 01730 266551.

**Opening Hours:** The closing time of any event must be no later than 10.30 am to allow for clearing up and leaving the premises by 11 am. Out of consideration for our neighbours, please ensure that you leave quietly.

**Clearing up:** All hirers are expected to leave the premises, including the toilets, clean and in the state in which they found them. This involves:

- **Cleaning Floors** - vacuum "Henry" is kept in the store room next to the fire exit behind the Grand Piano.
- **Cleaning kitchen** - including cooker tops and ovens - bring your own cleaning cloths and cleaning materials for ovens if used.
- **Removing all papers and rubbish etc** - bins are outside the kitchen door. Ensure only recyclable rubbish is placed in grey bins. All bottles must be taken off the premises to a bottle bank (nearest one at Sainsbury's).
- **Putting away all furniture which was specially got out for your meeting** - make sure all table tops are wiped!
- **Closing all windows and turning the heating off.**
- **Turning out all inside lights** (including toilet lights and fans! Outside lights are on automatic time switch).
- **Taking away all property** left behind by those attending your meeting.
- **Locking all doors** and putting keys back through letter box of the Church Office.

## Health and Safety Responsibilities

The hirer has responsibilities for the health and safety of everyone attending the event. This includes:

**Public Liability Insurance:** if you are an individual who uses the Church Centre less than three times a year for private functions (e.g. a children's birthday party) you are covered under Bramshott & Liphook PCCs insurance against legal liability for injury or damage **excluding bouncy castles and the like, sports events or fireworks displays.**

**So if you want to hire a bouncy castle for your party you need to make sure the supplier is fully insured.** For all other users, whether your event is open to the public or not, you need to ensure that you have your own public liability insurance in place.

**Safety of children and vulnerable adults:** hirers must ensure that children and vulnerable adults are protected at all times by taking all reasonable steps to prevent injury, illness, loss or damage occurring, and must follow the PCC's guidelines, (copy available on our website [www.liphookchurch.co.uk/safeguardingchildrenguide.pdf](http://www.liphookchurch.co.uk/safeguardingchildrenguide.pdf)) Regular hirers for events involving children or vulnerable adults must have their own policies for their safeguarding of children and/or vulnerable adults, and ensure that all supervisors are DBS checked.

**First Aid:** all hirers must ensure that

- a person with appropriate first aid experience is present throughout the period of hire;
- any accidents are recorded on an accident report form (located with the first aid box in the kitchen)
- any fatal accident, major injury or dangerous occurrence is notified immediately to either the Church Office (if open), the Rector, or a churchwarden (contact details on p 6)

**Fire safety:** all hirers must appoint a Responsible Person (RP) to be responsible for the safe evacuation of occupants in the event of a fire, and thus must familiarise themselves with the location of the fire exits, alarm points and fire extinguishers and the evacuation procedures (location plans are on the walls close to the fire exits).

## **Fire Evacuation Procedure**

### **RESPONSIBLE PERSON**

The Church Centre does not have a caretaker who is resident on site. Outside of functions and office hours the site is unmanned. Therefore, each event which takes place within the Church Centre, Chapel or Ark must have a designated 'Responsible Person' (RP) whose task is to ensure the evacuation of the buildings in the event of a fire or other emergency. The person who signs the booking form is responsible for designating a RP and this shall be recorded on the form.

### **DUTIES**

**In the event of a fire or other emergency the RP MUST clear all those for whom they are responsible for and call the emergency services.**

If a fire is detected or the fire alarm goes off and there is an obvious source of fire the RP must ensure:

- that the people for whom they are responsible evacuate the building in a safe manner and congregate at the assembly point in the car park next to the Rectory;
- the toilets and any other small areas where people could be located are clear;
- that where possible all doors and windows are closed
- If the RP is aware of people in other parts of the building complex they shall make a safe attempt to contact them to make them aware of the fire from outside the building.

If the alarm is activated for whatever reason please contact either:

The Church Office during office hours;  
The Churchwarden for the Centre – Paul Arnold 07803 361808;  
or The Rector – Valentine Inglis-Jones 07917 151498

Address and Postcode of the Centre: **The Church Centre, Portsmouth Road (Spur), Liphook GU30 7DJ**





## Church Centre Booking Acceptance

Please complete, sign, detach and return to the Church Office  
with your payment (if paying by cheque or cash)

Name/Organisation .....

Date of Booking .....

Hirers must answer the following questions	Yes	No	N/A
<p><b>Evacuation Procedures:</b></p> <p>1. Have you seen and read the Fire Evacuation Procedure?</p> <p><b>Activities involving children or vulnerable adults:</b></p> <p>2. Please confirm that you have seen a copy of the PCC's Child Protection Guidelines.</p> <p><b>For Private occasional hirers (ie three times or less in a year):</b></p> <p>3. Please confirm that you have Public Liability Insurance for items such as a bouncy castle or anything else not covered by the PCC's insurance (see page 5). <i>Please provide us with a copy of their Public Liability Insurance Certificate.</i></p> <p><b>For Regular Hirers:</b></p> <p>4. Do you have Public Liability Insurance? <i>If you have a third party providing equipment for use by those attending your event please provide a copy of their Public Liability Insurance</i></p> <p>5. Please confirm that for activities involving children or vulnerable adults your adult helpers have appropriate DBS clearance.</p> <p>6. Do you have named first aiders?</p>			

Name of designated "Responsible Person" .....

I have read and accept the requirements in Church Centre Booking Guide and undertake to meet them as a condition of the hire. I enclose the booking fee/have made a BACS payment of £\_\_\_\_\_\*(delete as applicable)

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