

# Ss Alban and Stephen Roman Catholic Church

14 Beaconsfield Road, St Albans. AL1 3RB

Tel: 01727 853585

Email: stalbans@rcdow.org.uk

## HIRE AGREEMENT FOR USE OF PARISH CENTRE

This agreement is made on.....between the Diocese and the Occupier

<b>Diocese:</b>	Diocese of Westminster					
<b>Occupier:</b>						
<b>Parish Priest:</b>	Fr Michael O'Boy					
<b>Parish:</b>	St Alban and St Stephen, St Albans					
<b>Location:</b>	Hall / Rooms 1& 2 (delete as applicable)					
<b>Purpose:</b>						
<b>Premises:</b>	St Alban and St Stephen Parish Centre					
<b>Hire Period:</b>	<b>Date:</b>		<b>Hours From:</b>		<b>Hours To:</b>	
<b>Hire Fee:</b>	£		<b>Deposit £</b>			
<b>Safeguarding:</b> <input type="checkbox"/>						
For all uses of the Premises involving children and/or adults at risk, the Occupier must tick this box to confirm it has its own safeguarding policies and procedures in place and will provide a copy to the Parish on request.						
<b>Special Arrangements:</b>						
The Diocese permits the Occupier to occupy the Premises for the Permitted Use for the Hire Period on the terms and conditions attached.						
Signed by	for and on behalf of the <b>Diocese</b>					
Signed by	for and on behalf of the <b>Occupier</b>					

# **Ss Alban and Stephen Roman Catholic Church**

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## **TERMS AND CONDITIONS OF HIRE OF THE PARISH CENTRE**

The Parish Centre at Ss Alban and Stephen Roman Catholic Church consists of the first-floor hall, kitchen and toilets, and two ground floor meeting rooms, coffee bar area and toilets. There is a staircase and lift in the building and an external fire escape from the upper floor. It is a Parish facility primarily for use in conjunction with the Church and its services, including baptisms, weddings and funerals. It is available for use by groups associated with the Parish or for other purposes at the discretion of the Parish Priest.

The Parish Centre is owned by the Westminster Diocesan Trust and can only be used for purposes that are consistent with the charitable objects of the diocesan trust. It is a condition of all hirings that the Parish Centre will not be used for any purpose which is contrary to the teachings of the Catholic Church or which could cause offence. At all times, the Catholic nature of the Parish Centre must be respected. Any breach or potential breach of this condition will mean that the use of the Parish Centre is withdrawn.

The Hiring Agreement and 'Conditions of Hire' can be found overleaf. Users and Hirers should read these in full. Applications to use or hire the hall or either of the meeting rooms should be made to the Parish Priest via the parish office.

The Hire Agreement will not be binding until accepted and signed by the Parish Priest. The Parish Priest may decline the request to hire the Premises at any time at his sole discretion.

The hire fees are as set out in the Hire Agreement. Unless otherwise agreed, an additional deposit of £50 is required at the time of booking. The deposit will be returned in full as soon as practicable after use of the Parish Centre. If additional cleaning or repair of the Parish Centre is required, the cost will be deducted from the deposit to pay for the work.

Full payment of the hire fee is due 28 days before the date of hire, or immediately upon signing the Hire Agreement, if the Hire period is within the next 28 days. Cancellation fees may be payable in the event of a cancellation, as set out in the Conditions of Hire.

At the discretion of the Parish Priest, the fees and payment schedule may be varied, but all other terms and conditions of Hire remain unchanged.

Please make cheques payable to **WRCDT – St Albans**.

If you wish to pay by bank transfer, our account details are:

**Bank: HSBC-69 Pall Mall**

**Account name: WRCDT St Albans**

**Sort Code: 40-05-20**

**Account No: 21094696**

Please specify alongside the transaction, some reference information, for example, 'Hall / Smith'

# PARISH CENTRE CONDITIONS OF HIRE

## 1. USE OF THE PARISH CENTRE (THE “PREMISES”)

- 1.1 **The Premises may not be used for any purpose which is contrary to the teachings of the Catholic Church or which could cause offence. At all times, the Catholic nature of the Premises must be respected. Any breach or potential breach of this condition will mean that the use of the Premises is withdrawn.**
- 1.2 The use of the Premises shall be confined to the purpose identified in the Hire Agreement. The Hirer shall satisfy himself that the Premises are suitable for the intended purpose.
- 1.3 The Hirer shall not use the Premises or allow the Premises to be used for any unlawful purpose or in any unlawful way nor do anything or cause any nuisance or inconvenience to neighbouring properties or bring anything onto the Premises which may endanger the same or render invalid any insurance policies in respect thereof.
- 1.4 Use of the Premises is limited to the accommodation hired and necessary facilities such as toilets.
- 1.5 Car parking is permitted in the Premises car park subject to availability and the Hirer is responsible for supervising car-parking arrangements to avoid obstruction of the highway and emergency exits. Neither the Parish Priest, the Parish nor the Diocesan Trust shall be liable for any loss or damage, howsoever occurring, to vehicles parked in the Premises car park.
- 1.6 Access to the Church by parishioners and the general public may not be impeded.
- 1.7 While no reasonable publicity display will be refused, the Hirer is required to respect the location of the Church.
- 1.8 The Hirer shall permit the Parish Priest and/or Parish representatives to enter the Premises at all times during the hire period.
- 1.9 The Hirer shall comply with all laws, regulations and codes of practice relating to the Premises and relating to the particular purpose of hire during the hire period.

## 2. NO RIGHTS

- 2.1 The Hire Agreement constitutes permission to use the Premises on a non-exclusive basis and confers no tenancy or other right of occupation on the Hirer.
- 2.2 The Hire Agreement is personal to the Hirer who may not sub-let or share possession of any part of the Premises.
- 2.3 The Hirer will be responsible for all actions and omissions of any suppliers of services (including external caterers or other suppliers of services) for the event taking place and the Hirer shall confirm the identity of such suppliers to the Parish Priest in advance.

### **3. PREPARATION, CLEANING AND CLOSING UP**

- 3.1 The Hirer is responsible for setting up the Premises for their use.
- 3.2 No alterations may be made to the Premises and nothing may be attached to the walls or ceilings that may cause damage to the Premises.
- 3.3 The Premises must be left in a clean and tidy condition and all rubbish must be removed from the Premises.
  - 3.3.1 Tables and chairs are to be returned to their original position against the walls at the end of use. Chairs must be stacked no more than six high and tables no more than four high.
  - 3.3.2 Crockery, cutlery, glasses and any other utensils must be washed, dried and put away.
  - 3.3.3 All breakages are to be reported to the Parish Office.
  - 3.3.4 All rubbish and recyclables must be cleared by the Hirer and taken away from the premises.
  - 3.3.5 Furniture must be lifted only by those capable and competent to do so, to reduce the risk of injury. Please do not drag furniture across the floor.
  - 3.3.6 Windows and doors must be locked with particular attention to fire exit doors.
  - 3.3.7 The kitchen shutters and kitchen door are to be closed before vacating the Upper Hall.
  - 3.3.8 The heating system thermostat must be turned to the off position.
  - 3.3.9 The water heaters in the kitchen and /or ground floor coffee bar must be turned off.
  - 3.3.10 The taps in the kitchen, toilets and coffee bar must be turned off.
  - 3.3.11 A check that no person remains in the building (including the toilets and lift) must be made and then the lights turned out. Please appoint someone in your group to do this on closure.
  - 3.3.12 It is the responsibility of the Hirer to ensure that the Premises are secured when leaving the Premises. Collection and return of keys should be arranged via the Parish Office.
- 3.4 Setting up and clearing up is to be within the overall time specified in the Hire Agreement.
- 3.5 The switch operating the Emergency light signs and outside lights covering the evacuations stairs should be switched on at night and switched off on closing up.

### **4. NOISE AND PUBLIC ORDER**

- 4.1 The volume of amplified music is to be kept to an acceptable level to avoid causing a nuisance to neighbouring properties.
- 4.2 Amplified sound must cease at 10.30pm unless specified in the Hire Agreement.
- 4.3 Access and use of the parish amplifier and speaker system require training which should be arranged with the Caretaker before the event (Office hours: Monday - Friday 8am - 11am).

- 4.4 The Hirer shall be responsible for ensuring that in all cases conduct shall be decent, sober and orderly and nothing contrary to sobriety, decency or good manners shall be performed, produced, exhibited or represented.

## **5. OPENING HOURS**

- 5.1 The Premises shall close at 11.00pm at the latest, unless otherwise specified in writing in the Hire Agreement.
- 5.2 No function shall extend beyond the hire period and the Hirer shall completely vacate the Premises and grounds including the car park by that time, unless otherwise specified in writing in the Hire Agreement.

## **6. LICENSING & GAMING**

- 6.1 All licences or agreements necessary for the proposed use of the Premises are the responsibility of the Hirer (e.g., all public entertainment, theatre production, music, and reproduction of recordings).
- 6.2 The Hirer shall ensure that, at the Hirer's expense, all licences, consents, permission, or agreements necessary when using the Premises for any particular purpose are obtained and in force during the hire period.
- 6.3 The Hirer shall ensure that Bingo and other forms of permitted gambling will conform to all statutory and other current gaming regulations and codes of practice in force from time to time.

## **7. ALCOHOL**

- 7.1 The sale of alcohol is prohibited unless you have a licence to sell alcohol. A Premises Licence or TEN (Temporary Event Notice) is required to serve or sell alcohol. This includes to serving of 'free' alcohol, which is included in an event ticket price. A licence would not be required to serve alcohol at a private party where there is no profit or financial gain. The Hirer may provide his/her own alcohol if specified in the Hire Agreement.

## **8 KITCHEN**

- 8.1 Food may be consumed on the premises. Use of the kitchen and food preparation must be undertaken in accordance with the requirements indicated in the Appendix A: 'Opening and closing checks for the use of the parish kitchen'.
- 8.2 Kitchen appliances, namely the cooker, microwave, plate warmer, dishwasher, may be used only when trained users are present. Training should be arranged with the Caretaker before the event (Office hours: Monday - Friday 8am - 11am).
- 8.3 The kitchen is out of bounds to all children under the age of 12 and to those aged 12 - 16 unless closely supervised by a responsible adult.
- 8.4 The shutters and kitchen door must be closed before vacating the hall.
- 8.5 The Parish Policy is that only anti-bacterial spray, hand cleaner and washing up liquid are allowed in public places for everyday use. All other substances, including cleaning products will be secured as per the standing policies. Only the Parish Priest, or someone authorised by the Parish Priest, will be given access, and permission to use COSHH related substances.

8.6 There is an industrial type of dishwasher in the Upper Hall kitchen that uses industrial strength fluids. The Caretaker is responsible for refilling/replacing the fluids.

## 9. DEPOSIT AND HIRE FEES

9.1 Hire fees will be charged to non-parish groups as set out in the Hire Agreement.

9.2 Full payment of the hire fee is due 28 days before the date of hire or immediately upon signing the Hire Agreement if the hire period is within the next 28 days.

9.3 In addition to the hire fee, a separate deposit of £50 must be paid at the time of booking. This is to cover the cost of any damage or loss, additional cleaning or failure to comply with the terms and Conditions of Hire.

9.4 The deposit will be returned as soon as practicable after the end of the hire period unless repair of any damage or loss or additional cleaning of the premises is required, in which case the cost of this will be deducted.

9.5 Hire fees:

9.5.1

Room	Cost per hour	Details
Main Hall	£40	This includes use of the parish kitchen.
Rooms 1 & 2	£20	This includes access to the coffee area, but not necessarily exclusive use.

9.5.2 The rates charged to regular users may be varied at the parish priest's discretion.

## 10. CANCELLATION

10.1 Cancellation fees will be charged as follows:

10.1.1 Cancellation within 28 days of the hire date – 25% deposit

10.1.2 Cancellation within 14 days of the hire date – 50% deposit

10.1.3 Cancellation less than 48 hours before the hire date will forfeit the whole deposit.

10.2 The Parish Priest reserves the right to cancel a booking by written notice to the Hirer in the event of the following circumstances:

10.2.1 The Premises becoming unfit for the intended use by the Hirer.

10.2.2 An emergency requiring use of the Premises as a shelter for the victims of flooding, snowstorm, fire, explosion or people at risk of those or similar disasters.

10.2.3 The Parish Priest may also reasonably suspend the use of the Hall in the event of a pandemic or other natural disaster as informed by Government guidance;

10.2.4 The Parish Priest reasonably considering that the hiring may be in breach of the Hire Agreement, the Conditions of Hire or any legal or statutory requirements.

- 10.3 The hire fee and deposit will be refunded in the event of cancellation by the Parish Priest pursuant to clauses 10.2.1 or 10.2.2, but no refund will be given in the event of cancellation under clause 10.2.3. In all cases, the Parish Priest, Parish and/or Diocesan Trust shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

## 11. HEALTH & SAFETY

### 11.1 General Conditions:

- 11.1.1 The Premises is a **No Smoking** building.
- 11.1.2 Nothing of an inflammable or explosive nature may be brought onto the Premises.
- 11.2.3 Candles should not be used. (Please refer to section 12.8 of this Hire Agreement)
- 11.1.4 No additional cooking facilities are to be introduced into the Premises.
- 11.1.5 The Hirer shall ensure that caterers and persons used for supply of refreshments are required to observe hygiene regulations and any other reasonable requirements of the local Environmental Health Officer.
- 11.1.6 Animals, other than guide dogs, are not permitted inside the building.

### 11.2 The Hirer shall:

- 11.2.1 Accept responsibility for being in charge of and on the Premises at all times during the hiring and for ensuring that all conditions of the Hire Agreement and Conditions of Hire are met.
- 11.2.2 Provide appropriate risk assessments, if required, 14 days in advance of the hire date covering all activities during the period of hire. Failure to provide such risk assessments will deem the Agreement as terminated.
- 11.2.3 Ensure, so far as is reasonably practicable, that persons using the premises do so in such a way that does not pose a risk to themselves or other people.
- 11.2.4 Take all reasonable precautions to ensure and safeguard the safety of persons and Parish property by the provision of adequate supervision at all times.
- 11.2.5 Take all reasonable precautions and make all reasonable efforts to observe all regulations, rules and conditions that relate to health and safety.
- 11.2.6 Ensure that heavy or bulky items are not moved unless the person undertaking the task is capable and competent to do so.
- 11.2.7 Ensure that items that cannot be lifted by one hand are not stored above shoulder height unless there is a safe means of placement and removal and the risk of falling is very low.
- 11.2.8 Provide any first aid facilities that he/she deems necessary in accordance with the Health and Safety (First Aid) Regulations 1981.
- 11.2.9 Ensure that any electrical appliances brought by him to the Premises and used there are safe, in good working order and have a current Portable Appliance Testing (PAT) certificate.
- 11.2.10 Report any hazards (e.g., damaged carpet or trailing cables) to the Parish Priest as soon as possible and in any event no later than the next working day.

- 11.3 The Hirer shall be aware of the instructions and requirements for lift safety, specifically:

- 11.3.1 The lift should not be used by anyone using the building alone.
- 11.3.2 If the lift alarm is sounded and / or somebody is trapped in the lift, please call Access 2 Lifts (Tel: 01200 405005) for assistance, in the first instance.
- 11.3.3 The Fire Brigade should be called in an emergency. However, they may have to damage the lift doors to force entry, so Access 2 Lifts should be contacted where possible in non-emergency situations.

## 12. FIRE SAFETY

- 12.1 The Hirer is to familiarise himself with the Premises fire risk assessment and make all other users aware of the fire procedures for the Premises.
- 12.2 The Hirer shall ensure that no more than the following number of individuals is in the Premises:

Room	Occupancy limits
Main Hall	200 people without tables and chairs 150 people with tables and chairs 80 people for parents and toddler groups
Meeting Room 1 – partition closed	30 people
Meeting Room 2 – partition closed	15 people
Meeting rooms 1 and 2 combined (partition open)	50 people seated or 70 standing

- 12.3 Fire extinguishers must not be moved from their permanent positions unless there is a fire.
- 12.4 Seating arrangements must include sufficient gangways for emergency evacuation.
- 12.5 All escape routes and means of exit from the Premises, including in particular emergency exits, are to be kept clear of obstructions at all times.
- 12.6 Fire doors must be kept closed at all times and must only be used in the event of an emergency.
- 12.7 In advance of commencing the use of the Premises, the Hirer shall check that:
  - 12.7.1 All fire exits are unlocked and panic bolts in good working order.
  - 12.7.2 All escape routes are free from obstruction and can be safely used.
  - 12.7.3 No fire doors are wedged open.
  - 12.7.4 There are no obvious fire hazards on the Premises.
  - 12.7.5 The fire evacuation chair is not obstructed.
  - 12.7.6 The fire exit light above the hall door is switched on.

## 12.8 CANDLES

- 11.8.1 Use of live candles should be avoided and a battery operated candle used as a substitute.



- 11.8.2 Where the use of candles cannot be avoided, good quality slow burning candles must be used.
  - 11.8.3 Where candles are used, a thorough risk assessment must be carried out and attached to this Hire Agreement.
  - 11.8.4 If candles are being used the Parish Priest must be informed in advance for reasons of safety. This also includes to the use of small candles used on celebration cakes.
- 12.9 The Parish Centre may only be used by a disabled person if provisions are made for them to escape safely in an emergency. The group leader using the Parish Centre is responsible for ensuring this requirement and, when the Hall is used, includes having persons willing and competent in the use of the emergency evacuation chair.
- 12.10 The lift is fire rated and may be used in an emergency to evacuate mobility-impaired persons from the first floor of the Parish Centre.
- 12.11 In the event of lift failure there is an emergency evacuation chair located next to the emergency exit. All those hiring the Hall should familiarise themselves with usage instructions. In addition, those hiring the hall for events that are likely / certainly to include people who would need to use the evacuation chair to exit the building should refer to the following YouTube video: <https://youtu.be/ZnAekHd0kGI>. Where an evacuation chair is being used to evacuate someone from the building, they should, where possible, be asked to consent to their being evacuated in this way.

### **13. ACCIDENTS AND INCIDENTS**

- 13.1 The Hirer must report all accidents involving injury to any individual(s) to the Parish Office as soon as possible and in any event no later than the next working day and the Hirer must complete the relevant section in the Parish's Accident Book, which will be reviewed by the Caretaker monthly.
- 13.2 Breakages must be reported to the Parish Office within 24 hours of the incident.
- 13.3 First Aid boxes are kept in the kitchen and in the ground floor coffee bar area. Visitors may use them on a self-help basis unless a willing trained first aider is present who will administer first aid as required.
- 13.4 A defibrillator is available in the Parish Centre. It is situated on the ground floor next to the door into the Church.

### **14. INDEMNITIES**

- 14.1 The Hirer shall be responsible for the following:
- 14.1.1 Payment of the deposit and the Hire fee.
  - 14.1.2 Indemnifying the Parish Priest, Parish and Diocesan Trust from and against all actions, costs, claims, demands and damages arising from any breach of these Conditions of Hire, any accidents or injuries sustained by any persons arising out of or incidental to the hiring and the Hirer's use of the Premises.
  - 14.1.3 All actions, costs, claims and demands in respect of damage to the Premises, or damage to or loss of property, articles or any items whatsoever placed in or left at the Premises by the Hirer or any persons attending the Premises in connection with the Hirer's use of the Premises and shall indemnify the Parish Priest, Parish and the Diocesan Trust from and against such actions, costs, claims and demands.

- 14.1.4 Any damage (including accidental damage) to the Premises or to the fixtures, fittings or contents thereof and for loss of contents, however caused by the Hirer or because of the Hirer's use of the Premises.
- 14.2 The Hirer shall effect, and shall ensure that any supplier shall effect, adequate Public Liability cover with an insurance company to a minimum limit of indemnity of £5,000,000 approved by the Parish Priest against the foregoing and produce evidence thereof on demand.
- 14.3 The Parish Priest, Parish and Diocesan Trust are not responsible for and shall not be liable for any loss due to any breakdown of machinery, failure of supply of electricity, repair work, leakage of water, Government restriction or act of God, or any other event which is beyond their reasonable control which may cause the Premises to be temporarily closed, or unavailable or the use to be interrupted or cancelled.

## 15. SAFEGUARDING

- 15.1 The Diocese of Westminster wishes to adopt a 'Culture of Safeguarding' across all our parishes. This is to enable the Catholic Church to:
- Improve the awareness and knowledge around the safeguarding policy.
  - Ensure those working/volunteering with children follow correct procedures to respond to allegations and concerns.
  - Ensure that everyone involved in activities with children and/or adults at risk has been safely recruited (including DBS checks).  
<https://www.gov.uk/government/collections/dbs-eligibility-guidance>
  - Create safer environments for all members of the public who interact with parishes.
- 15.2 The Hirer is responsible at all times for the welfare and safety of those attending the Premises in connection with *their* use of the Premises.
- 15.3 Policies and procedures:
- A Hirer hiring the Premises for a group of children or groups of adults at risk must have his/her own safeguarding policies and procedures, to be returned with this agreement. By signing the Agreement, the hirer affirms that these procedures will be adhered to at all times. These must reflect the Catholic Church's policies, found at <https://www.catholicsafeguarding.org.uk/>
  - Any such group wishing to make use of the Premises that does not have its own Child Protection Policies and Procedures in place will be directed to CSAS website:  
<https://www.catholicsafeguarding.org.uk/national-safeguarding-standards/national-safeguarding-policy/practice-guidance/>
- 15.4 Safe Recruitment of staff and volunteers:
- By signing the declaration on page 12 the Hirer has agreed to implement the CSAS Guidelines found at <https://www.catholicsafeguarding.org.uk/national-safeguarding-standards/national-safeguarding-policy/> , including that all volunteers within the group have been DBS checked where required.
- 15.5 Reporting of Concerns:
- The Hirer must report a safeguarding concern to the statutory agencies and Parish Safeguarding Representative (PSR), should the concern occur on the parish premises. A safeguarding poster with the PSR's details is available on each parish/ethnic chaplaincy's notice board. The diocesan email address for reporting concerns is: [safeguarding@rcdow.org.uk](mailto:safeguarding@rcdow.org.uk)

#### 15.6 Safe Working practices:

Please see the CSAS policy at <https://www.catholicsafeguarding.org.uk/national-safeguarding-standards/national-safeguarding-policy/practice-guidance/>

These practices include:

- Staff and volunteers are not to work/meet alone with children or adults at risk. See CSAS policy at <https://www.catholicsafeguarding.org.uk/national-safeguarding-standards/national-safeguarding-policy/practice-guidance/>.
- Staff and volunteers are not to directly contact children or adults at risk both in person and via social media.
- It is advisable that those working with children or adults at risk have undertaken appropriate safeguarding training. Free EduCare online modules are available by contacting [safeguardingadmin@rcdow.org.uk](mailto:safeguardingadmin@rcdow.org.uk)

#### 15.7 One off event:

- On occasion of 'one off' events including children parties (0-18 years of age) or adults at risk, the parents or legal or nominated guardian are directly responsible for the safeguarding of the children (0-18 years of age) or adults at risk.
- The main hirer (who signs the hire document) assumes responsibility for the Health & Safety, Safeguarding and Welfare of every participant for the duration of the rental period.

### 16 PUBLIC LIABILITY

The Hirer shall affect and shall ensure that any sub-contractor or supplier shall affect adequate Public Liability cover with an insurance company to a minimum limit of indemnity of £5,000,000 approved by the Parish Priest against the foregoing and produce evidence thereof on demand.

### 17. GENERAL

- 17.1 No waiver by the Parish Priest of any breach of the Conditions of Hire by the Hirer shall be considered as a waiver of any subsequent breach of the same or any other provision.
- 17.2 If any of these Conditions of Hire is held by any court to be invalid or unenforceable in whole or in part the validity of the other provisions of these Conditions of Hire and the remainder of the provision in question shall not be affected.
- 17.3 The Hire Agreement and Conditions of Hire shall be governed by the laws of England and the Customer agrees to submit any dispute arising in connection with it to the non-exclusive jurisdiction of the English courts.
- 17.4 The terms of the Hire Agreement and Conditions of Hire are the entire agreement between the parties relating to the hire of the Premises and supersede all oral or written proposals, arrangements and understandings.
- 17.5 Except for the Diocesan Trust, no third party can benefit from this Hire Agreement and the provisions of The Contracts (Rights of Third Parties) Act 1999 are expressly excluded.
- 17.6 No variation or addition to the terms of the Hire Agreement and Conditions of Hire shall be binding upon us unless agreed in writing by the Parish Priest.

## DECLARATION FOR SAFEGUARDING PURPOSES

I hereby confirm that I have read and understood all the terms and conditions outlined above in Section 15 with particular reference to the CSAS guidelines on the Safeguarding policy and procedures.

### DETAILS OF RENTAL:

**Organisation / Group / Club and Person Responsible or Parent / Legal or Nominated Guardian:**

\_\_\_\_\_

**Start date of rental:** \_\_\_\_\_

**Duration of rental period:** \_\_\_\_\_

**Areas to which this rental agreement applies:** \_\_\_\_\_

\_\_\_\_\_

## HALL HIRE AGREEMENT DECLARATION

**Signed:** \_\_\_\_\_ (must be over 21 years of age)

**Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Telephone or Mobile Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

The Parish Priest permits the Hirer to use the Premises as set below above subject to the terms and conditions contained in the 'Conditions of Hire' attached. The Hire Agreement will not be binding until accepted and signed by the Parish Priest. The Parish Priest may decline the request to hire the Premises at any time at his sole discretion.

## THE HIRE AGREEMENT

I, the undersigned (print) .....

(Name of organisation if applicable) .....

Residing at (address).....

.....

wish to hire the Hall / Rooms 1 & 2 (*delete rooms as appropriate*) in the Parish Centre at S Alban and St Stephen Catholic Church for the purpose of.....  
.....  
.....

I undertake to be the person responsible to oversee the agreement, ensure compliance with the Terms and Conditions of Hire and I agree that the start time of the rental will commence at..... hours on ..... (Date) and terminate at ..... hours on ..... (Date).

The following special arrangements have been agreed.....  
.....  
.....

I have made / will make a bank transfer\* / hereby enclose a cheque\* (*delete as applicable\**) for £50 representing the Deposit. In addition, the rental fee of £.....per hour i.e. a total fee of £.....for ..... hours will be paid by .....(Date)

***(Cheques should be made payable to WRCDT St Albans. See page 1 for bank details)***

I hereby accept that I may forfeit all or part of my deposit if any of the above rules are broken.

**SIGNED:** ..... (Must be over 21 years of age)

**NAME:** ..... **DATE:** .....

**NAME OF ORGANISATION (if applicable)** .....

**TELEPHONE OR MOBILE NUMBER:** .....

**EMAIL ADDRESS:** .....

*Please return to the Parish Administrator. For queries phone 01727 853585 or email stalbans@rcdow.org.uk*

**ACCEPTANCE OF BOOKING BY SIGNATURE OF PARISH PRIEST:**

..... **DATE:** .....

<b>For office use:</b>	
Date received: .....	
Approved by: .....	Date: .....
Booking confirmation sent: (date).....	
Deposit received: .....	Date: .....
Hire fee received: .....	Date: .....
Deposit returned: .....	Date: .....

## Appendix A: Opening and closing checks for use of Parish Kitchen

These are essential and they must be carried out by everyone using the kitchen.

This helps us to maintain basic standards and to ensure that we serve food safely.

Date of Function:							
Name of group using the kitchen:							
Person responsible in the kitchen:							
<b><u>Opening checks:</u></b>							
You must do these checks when you arrive to set up at the beginning of your function:							
	<ul style="list-style-type: none"> <li>• The fridge is working properly. A note should be taken of the temperature and then hourly throughout the function.</li> </ul>						
	<ul style="list-style-type: none"> <li>• If used, the oven is working properly.</li> </ul>						
	<ul style="list-style-type: none"> <li>• Staff (volunteers) are fit for work and wearing clean work clothes. Each volunteer should wear an apron over their clothing or, if they wear their own apron, it should be freshly laundered and not have any pockets.</li> </ul>						
	<ul style="list-style-type: none"> <li>• Food preparation areas are clean and disinfected – before you start no matter how clean things look, wipe over with a fresh cloth and disinfectant spray.</li> </ul>						
	<ul style="list-style-type: none"> <li>• There are plenty of handwashing and cleaning materials (soap, paper towels, cloths etc.).</li> </ul>						
	<ul style="list-style-type: none"> <li>• If any aspects of the kitchen (e.g. cleanliness or equipment functioning) require attention please let the Caretaker know (office hours Monday – Friday, 8am – 11am) so that it can be followed up.</li> </ul>						
	<ul style="list-style-type: none"> <li>• All food served at events / meetings must have a list of ingredients held by the event organiser.</li> </ul>						
Please initial each of the boxes to show that you have checked each item and then sign below:							
<b><u>During the course of your function:</u></b>							
	<ul style="list-style-type: none"> <li>• You should regularly check and record the temperature of the fridge. This should not exceed 5°C for more than a few minutes after opening for access</li> </ul>						
	Time						
	Temp						
	<ul style="list-style-type: none"> <li>• You should not leave food standing around for long periods.</li> <li>• Use the temperature probe to check that you have heated through food to the appropriate temperature</li> <li>• After using the probe, disinfect it with the wipes.</li> </ul>						

### Closing Checks:

Before you leave the following checks must be done:

<ul style="list-style-type: none"><li>• No food has been left out.</li></ul>	
<ul style="list-style-type: none"><li>• If leaving any food in the fridge, it has been sealed, and labelled with the date of opening and the name of whom or for which group it has been left.</li></ul>	
<ul style="list-style-type: none"><li>• If leaving milk in the fridge for 'the next user of the hall' it has been marked with the date when opened (the use by date is irrelevant once it has been opened) and consumed or discarded within 48 hours of opening.</li></ul>	
<ul style="list-style-type: none"><li>• Food that has been opened has been disposed of appropriately.</li></ul>	
<ul style="list-style-type: none"><li>• Crockery, cutlery, glasses and any other utensils have been washed, dried and put away.</li></ul>	
<ul style="list-style-type: none"><li>• Dirty tea towels have been placed in the 'dirty tea towels bin' for cleaning.</li></ul>	
<ul style="list-style-type: none"><li>• Cloths for wiping down the surfaces and washing up have been disposed of.</li></ul>	
<ul style="list-style-type: none"><li>• Surfaces and oven have been cleaned.</li></ul>	
<ul style="list-style-type: none"><li>• Floor has been swept and cleaned.</li></ul>	
<ul style="list-style-type: none"><li>• Parish groups must separate recyclables and rubbish into the appropriate bins in the car park.</li></ul>	
<ul style="list-style-type: none"><li>• Hirers of the hall and meeting rooms must remove all rubbish and recyclables from the premises.</li></ul>	
<ul style="list-style-type: none"><li>• The filter on the dishwasher has been cleaned and drained and the door left open. Do not touch the dishwasher cleaning fluid reservoirs. These will be refilled by the Caretaker.</li></ul>	
<ul style="list-style-type: none"><li>• Toilets have been checked and left in a fit condition for the next person.</li></ul>	
<ul style="list-style-type: none"><li>• Taps in the kitchen and toilets have been turned off.</li></ul>	
<ul style="list-style-type: none"><li>• The water heater has been turned off.</li></ul>	
<ul style="list-style-type: none"><li>• The shutters between the kitchen and the hall have been closed.</li></ul>	
<ul style="list-style-type: none"><li>• Lights in the kitchen and hall, including the emergency exit light, have been switched off.</li></ul>	
<ul style="list-style-type: none"><li>• All windows and doors, including the fire exit door from the hall, have been locked.</li></ul>	