

PASTORAL CENTRE – Rules & Conditions for use

Please note when booking

- **Your booking** must be confirmed by the Parish Office - this will not be done before receipt of a completed booking form. For single events fees are due at the time of booking. The PCC reserve the right to refuse a letting, may take up references before agreeing to a booking or may cancel a booking without being liable for any penalty if references appear unsatisfactory.
- **Payment of booking** – For single events all payments are due prior to the event. For regular hirers all payments are due by the date specified on invoices. Invoices are issued on a schedule agreed with you (monthly, quarterly etc.). We ask that you pay the full amount shown on the invoice or contact our office to discuss a payment schedule. Paying an invoice in part, without prior communication with our office, will result in the issuing of an invoice for the outstanding payment and incur a £10 admin fee. If an invoice is not paid within 28 days of issue it will be reissued, again resulting in a £10 admin fee.
- **Cancellation** – if the PCC is obliged to cancel a confirmed booking due to circumstances beyond its reasonable control, the liability of the PCC to the hirer making the booking will be limited to returning any fees already made.
- **Room preferences** - As a working church we have many groups who use our rooms. On rare occasions a group will require a room which you have requested. In these instances we will do our best to offer an alternative solution and ensure that you receive at least 1 months' notice.
- **Keys and Access** - Keys to be obtained from the Parish Office (2a Fife Way) during our opening hours. The hirer is responsible for the collection and return of keys. Keys must be returned within 48 hours of collection. Lost keys will result in additional charges
- **Health and Safety: it is the hirer's responsibility to satisfy themselves that the Pastoral Centre is suitable for the intended purpose and to carry out any health and safety risk assessment and other precautions that may be appropriate.**
- **Risk Assessment** – The Risk Assessment must be provided to the Parish Office at least 14 days before the event. If the risk assessment has not been provided the PCC reserve the right to refuse the letting.

Please also note that:

- Users must appoint a person in their group to take responsibility for fire evacuation procedures and be responsible for ensuring everyone has left the building in an emergency evacuation. Please also note the position of fire extinguishers in the case of emergency
- The assembly point is in the Church if open, otherwise on the path/grass on the North side of the Church by the door to the Church Room.
- The left rear door must be unlocked while the building is in use as it is a fire exit (the door is signed)
- **First Aid Box** - can be found in the kitchen
- **Accident Reporting** - please record any accidents or incidents that could have caused an accident. Accident reporting sheets are available in the first aid box. Take the Report to the Parish Office the Parish Office can provide a copy of the original for your records.
- **Insurance:** Use of the Pastoral Centre is at your own risk, so please arrange your own cover. The PCC accepts no responsibility or liability whatsoever in respect of the loss of or damage to property suffered at the Centre or in connection with the use of the Centre. **Any third party eg caterer involved in the booking must provide insurance and indemnity liability to the Parish Office.**
- **Safeguarding** – We take safeguarding very seriously as a Church and expect all users of Church premises to do so as well. For any booking with us the group leader of an event or activity is responsible for the planning, supervision and conduct.

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- For any bookings involving Children and Young People (CYP) the group leader should ensure that there are sufficient adult to child ratios, parental consent has been obtained, and that all parents/guardians are aware of collection arrangements. If you require more information please refer to the [Church of England Safeguarding policies](#)
- For regular bookings that involve Children and Young People and/or and Vulnerable Adults, the group must ensure that only fit and proper persons have access to children and vulnerable adults and must operate a recognised Safeguarding Policy based on the Home Office Code of Practice 'Safe from Harm'. A copy of this should be made available to the Parish Office on request

When using the Pastoral Centre

Please note we do not have a caretaker (which is reflected in our rates). This is why we require all rooms to be left as they are found as a condition of hire

- **Furniture** – after use stackable chairs to be placed at the sides of the room and stacked in **THREES** to protect them from damage. There is a room layout plan on the cupboard immediately on your right as you go through the double doors into the room.
- **Use of Kitchen – Please leave the kitchen as you would like to find it.**
- **Children are not allowed in the kitchen without supervision.**
- The kitchen is kept clean, but wipe surfaces before use – Antibac spray and Kitchen roll is provided
- **Dishwasher** – this has a 4 minute programme. It should be turned off and drained before you leave. Instructions to do this in the kitchen
- **Tea towels** – none provided on advice of our Health & Environment adviser, The Dishwasher is to be used to wash all crockery, glasses, utensils and cutlery.
- **Cooking** – only to be carried out by a person who has a Food Hygiene Certificate. Food can be brought ready cooked and stored for an event. Any food needs to be sourced and prepared carefully – the organiser needs to know from where and by whom and this should be written down and retained in case of a complaint or illness. (Training can be organised by a Church member).

No food is to be left in the kitchen or church room unless arrangements have been made with the Church warden. Any foodstuffs left will be thrown away.

- **Crockery, Cutlery & Equipment** (Sufficient for 40). This is available for general use. It must be washed in the dishwasher and put away in the kitchen cupboards after use. Any damage or breakage must be reported when returning the keys.
- **Water Heater Warning: use with care when hot!**
- **Refrigerator** – **leave switched on at all times.** Do not leave any food in refrigerator.
- **Spillages** - Anything spilt on the floors should be wiped up immediately, use only warm water and no bleach or abrasive cleaners.
- **Combi boiler** – please do not alter the control settings for the combi boiler, as these will have been set to cover times for your use of the centre.
- **Rubbish** – all rubbish must be taken away with you and disposed of offsite.
- **Equipment**
 - o Projector available for hire at an extra fee of £5/session (*this goes towards replacement bulb*). The leads are kept in a box in the right hand cupboard at the far end of the room by the main entrance door. If the equipment does not work please do NOT attempt to rectify the problem, just report it when you return the keys
 - o If you use your own electrical equipment it should have been PAT tested.

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- **Walls** – nothing should be attached to the Pastoral Centre walls.
- **Smoking** is not permitted within the church site.
- **Sale of Alcohol** The Centre is not licensed for the sale of alcohol. If you intend to apply for a Temporary Event Notice, you must obtain written permission from the PCC. It is then your responsibility to apply for the licence.
- **Disabled Toilets**
 - o “Help Alarms” are located in the disabled toilet, it is the responsibility of those using the room to ensure that any alarm is responded to appropriately
 - o If an alarm is set-off the group leader, or designated person, will need to check if anyone in the toilet is in need of help. The sound the alarm makes is insistent but not overly loud.
 - o The reset button to stop the alarm is **inside** the disabled toilet so the alarm can only be deactivated from there. The reset button outside the toilets will not work (this is by design so that an alarm can only be deactivated if it is certain that no-one is in need of assistance).
- **Churchyard** – please note that the churchyard is a consecrated area. We ask that you ensure all users of the Pastoral Centre respect this.

When leaving the Pastoral Centre

- Make sure kitchen appliances listed below are all turned off:
- Water Heater
- Cooker
- Dishwasher
- Open all curtains/blinds and make sure windows are locked securely
- The room is left clean and tidy
- The floor has been hoovered (hoover in cleaning cupboard in the far left corner of the hall)
- **Rubbish must be bagged and either taken away or put in the black bin by the gardeners shed.**
- **Please do not leave any rubbish in the alley way leading to the Pastoral Centre.**
- Check toilets are unoccupied left clean and nappies removed.
- Make sure all taps have been turned off.
- Switch off lights
- **Lock doors and return key to Parish Office.**

Please note St Nicolas PCC does not accept responsibility for the loss or damage to coats, hats or other personal property of visitors to the Pastoral Centre, nor for the loss or damage of any other property which may be brought into the centre by individuals or organisations.