

PARISH OF HAMSEY OFFHAM AND HAMSEY

The Hall at St Peter's Church Offham Lewes BN7 3PX

The hourly rate for regular bookings £10 per hour. Day rate £45

For bookings contact: Rev Anne Dunlop 01273 890006 / 07929571522

For payment contact the Treasurer Mr A Featherstone 01273 477151 aaf-caf@usa.net

Account Name: Offham Church

Sort Code: 20-49-76

Account number 10674826

Thank you for hiring St Peter's Church hall for your function(s). We trust that it will meet your needs. Please read the terms of hire below and sign one copy of the agreement, that you have understood them and agree to abide by them. This is for the benefit of all hall users. **Keep this agreement for your future reference.**

If you notice something needs attention please let us know. Contact Rev Anne Dunlop details above.

KITCHEN

There is a refrigerator, cooker, hot water urn, and kettle. Hirers are responsible for leaving the kitchen in a clean condition with the urn and kettle emptied. No food or drink is to be left on the premises and all waste put into black plastic sacks within bins or separately and tied. The hot water is supplied by a heater which needs to be switched on (switch to the left of the window) and off after use.

TOILET FACILITIES

The toilet has an emergency alarm and the door can be accessed from the outside. Hirers are required to make themselves familiar with the mechanism to open the door from the outside if required. The alarm has a reset button on the wall in the toilet which will stop the alarm.

HEATERS

In winter months sufficient night store heaters should have been left on to provide a level of warmth in the room. If too cool, boost heaters in three of the four night-storage heaters in the room can then be used to quickly raise the room to a comfortable temperature.

To activate the boost heaters:

- For each heater where boost heat is required make sure the wall boost switch is on (do not alter the adjacent night store switch please!), the switch on the right side of the heater must also be on, and finally the left-hand room temperature dial under the heater flap must be turned right up.
- Touching the "comfort control" on the wall next to the entrance will then activate the selected heaters*.
- The comfort control has a timer and may have to be reselected.

*Note: The comfort control switch has a preselected temperature within it, and the boost heaters will not come on if the room is already at this temperature.

FIRE PREVENTION It is against the law to smoke on these premises.

Two extinguishers are in the entrance lobby CO² for electrical fires; water for other materials. It is the responsibility of the hirer to make themselves aware of the location and appropriate use of the extinguisher.

The side door of the hall is the Fire Escape as is the main door. The ASSEMBLY point is the **LAWN IN FRONT OF THE CHURCH.**

FIRST AID KIT

This is situated in the kitchen

ACCIDENT/INCIDENT RECORDING

In an emergency contact the services 999 and give the reference
'Hall beside the church (St Peter) BN7 3PX'

Hirers are reminded that they are responsible for any accident or injury arising out of the activity for which they have booked the premises. It is the responsibility of the hirer to ensure that the premises are safe for the purposes for which they intend to use them.

Hirers are required to complete details of any **accident or incident** occurring during their occupation of the premises which did or could give rise to injury, as soon as possible after the accident or incident but in any case, before the premises are vacated by the hirers after the event. A book is provided for this purpose and this is located in kitchen.

The following information should be recorded:

1. Name, address and telephone number of person(s) injured
2. Exact time and place of the occurrence
3. Detailed description of accident or incident, including a description of any apparatus or equipment involved
4. Name, address and telephone number of any witness(es) to the accident
5. Signed witness statements should be obtained if possible.
6. The hirer must notify The Rector, Rev Anne Dunlop, 01273 890006 as soon as possible after the accident, but in any event within 24 hours. Any apparatus or equipment involved must be retained for inspection.

Contacts: Hall for hall bookings Rector: Rev Anne Dunlop,
01273 890006 / 07929 571522

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Terms and Conditions

1. The hirer must have adequate third-party insurance cover. St Peter's Church will not accept liability for any accidents or other incidents which occur during the period of the hire, or for any damage to any of the hirer's equipment stored by agreement at the hall.
2. The hirer must comply with any legal requirements such as those applicable under Health and Safety legislation, and must obtain any licenses required for the activity concerned.
3. The hirer must pay in advance a fee of for the hire of the hall.
4. The hirer must leave the hall in a clean and tidy condition and replace any chairs or tables which are used in their former position.
5. The hirer must pay for any damage to the hall, carpet, flooring, fixtures, fittings or furniture which occurs during the hire.
6. The hirer must ensure that the hall is left secure, all lights are turned off and that all windows and doors are locked at the end of the hire.
7. The key for the hall is in a key safe on the left-hand side of the hall. You will have been given the current code for access. When you have replaced the key, ensure the numbers are jumbled and the black weather guard push up into place to protect the lock. If you experience any difficulties return the key to the Rector, 8 East View Fields Plumpton Green BN7 3EE

I/we agree to the above terms and conditions.

Date of Hall Hire and name of event:

Signed Please complete both copies and retain one for your
information

Print Name

Contact Telephone number

Date:

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