

## **St Peter le Poer Church Church Hall Management and Rules**

### **Management and Capacity**

The Church Hall and associated facilities (committee room, kitchen, toilets) are managed by the Parochial Church Council (PCC) of St Peter-le-Poer, which acts as Managing Trustee, having day-to-day control of and responsibility for the building. The London Diocesan Fund is Custodian Trustee.

The use of the Church building, including the Hall, is shared with Grace Church, another Church of England congregation. The use of the Hall by St Peter's Church and Grace Church takes priority over external bookings.

The Church Hall measures 18m x 8m and has a maximum capacity of 150 persons standing or 100 seated. The committee room may be used as part of a Hall hiring but may not usually be hired separately, as access is via the Hall. The committee room has an additional capacity of 20 persons.

The PCC retains the services of a cleaner, whose services may be requested by the Hirer in advance of the booking, for an extra fee.

The PCC is bound by the Charities Act 2011.

The PCC reserves the right to refuse any application for use of the Church Hall or any part of it without stating a reason.

Persons under the age of 18 are not permitted to hire the Church Hall.

In case of any omission or mis-statement on the application form or hiring agreement, the booking may be cancelled by the Parish Priest acting on behalf of the PCC at any time, and any charges paid shall be forfeited.

## Rules for use of the Church Hall

### 1. Responsibilities of the Hirer

1. The Hirer named above shall be present in the Hall at all times during the period for which they have hired the premises.
2. The Hirer must familiarize him/herself with the location of the first aid kit, the fire extinguishers and alarm points and the two fire escape routes, and is responsible for ensuring that these remain unblocked and accessible at all times.
3. Free access must be maintained through all doors at all times, and fire doors must not be wedged open.
4. The Hirer shall be responsible for the observance of all regulations affecting the premises imposed by the Licensing Justices, the Fire Authority, Local Authority (the London Borough of Barnet) or otherwise.
5. In the event of a fire alarm the Hirer is responsible for ensuring that the premises are entirely evacuated within two and a half minutes. The fire assembly point is the crucifix memorial garden on Colney Hatch Lane. It is the hirer's responsibility to make guests aware of the fire evacuation procedures and, if appropriate, to carry out regular fire practices.
6. Smoking is not permitted anywhere on the premises.
7. The Hirer accepts full responsibility for ensuring that the number of persons attending the function does not exceed the numbers permitted for the accommodation as set out above.
8. The Hirer undertakes to ensure that no children under the age of 12 years are allowed in the kitchen unless supervised by a responsible adult.
9. Access to the loft area and tower is only permitted if agreed by the representative of the PCC in advance, and then is only permitted for adults supervised by the Hirer for access to equipment stored there.
10. The Hirer is responsible for the quality and wholesomeness of any food or drink prepared or served by the hirer or any caterer engaged by the hirer on the premises.

The PCC expects all those serving food to comply with the recognised standards of food hygiene. In the event of there being any prosecution arising from any breach of hygiene standards the PCC accepts no responsibility whatsoever.

10. The HIRER shall, if selling goods on the premises, comply with all relevant fair trading laws and any local codes of practice issued in connection with such sales.
11. Heavy equipment must be carried to avoid damage to floors.
- 12 The activity for which the hall was hired must cease by the time it was contracted to end. All activities must finish by 10pm. A further 30 minutes is allowed for clearing up, checking and locking up.
13. All accidents and near-miss incidents and any use of the first aid kit must be recorded in the accident book provided before the Hirer leaves the premises.
14. At the end of the hire period the Hirer is responsible for checking that everyone has left the premises (including checking the toilets), and for turning off all lights, heaters, dishwasher and oven. The premises must be left as the Hirer found them, with the surfaces and floor clean and any furniture and equipment used put back neatly. The Hirer must check that perimeter doors are locked and windows closed before locking the hall door.
15. At the end of the hire period the key must be returned as and when instructed by the representative of the PCC.
16. The PCC reserves the right to require reimbursement from the Hirer for any repairs or additional cleaning found to be necessary after the hiring.

## **2. Activities not permitted in the Hall**

17. The Hall may not be hired for any religious activities. This is because it is part of the Church building and, by law, no religious activities may take place on the premises other than those of the Church of England. Religious activity includes prayer, worship, religious instruction and the study or recitation of the scriptures of any faith.
18. No loud music (clearly audible in the street outside with the

doors closed) may be played.

19. No activity is permitted which could be reasonably foreseen to bring the Church or the PCC into disrepute, or to damage relations with the local community, or which may attract protest.
20. No activity is permitted which would be contrary to the PCC's Equal Opportunities Policy, or which may undermine the purpose of the PCC as expressed in its Mission Action Plan.
21. In the event of any doubt as to whether a proposed hiring may contravene these rules, the PCC's representative shall seek the advice of the Parish Priest and Churchwardens, whose decision shall be final.

### **3. General**

22. The Parish Priest, Churchwardens and authorized representatives of the PCC reserve the right to enter any part of the Hall and associated facilities at any time, and, if any of these Rules have been violated, to require any activity to cease immediately, and all persons to leave the premises.
23. In the event of a hiring having to cease early because of violation of the Rules, the full fee for the contracted hire period shall still be due to the PCC.
24. Any suspected unlawful activities discovered to have taken place in the Hall will be reported to the appropriate authorities.
25. The Hiring of the Hall from the PCC is not to be construed as approval or otherwise by the PCC of the aims, objectives, beliefs or practices of any other group or individual.