

Emergency plan details for person hiring or holding an event

As the responsible person for the event/function, etc. you have legal duties with regards to the safety of those persons assisting or attending the event. Please read and follow this.

The fire alarm sound is **a continuous bell sound**

This is how the fire alarm is activated:: **By breaking any of the fire call points – there is one at each end of the hall**

This is what you must do when discovering a fire: **1) Raise the alarm immediately.
2) Call 999 using a mobile phone**

This is how the evacuation of the premises must be carried out:
Act calmly. Evacuate by the nearest fire exit door and proceed to the fire assembly area.

This is where the people you are responsible for must assemble when they have evacuated the premises:
At the far end of the car park away from the building.

This is what you must do when the fire brigade arrive:
Inform them of anyone you believe is unaccounted for.

This is who you must inform of the situation as soon as possible after you have dealt with the emergency services:

Name(s):	Contact details:
The Parish Priest	01275 873205
The Booking Secretary	01275 873205

This is the limitation on the numbers of people you may have on the premises:
Normally: 70 dining seated, 100 people seated and 120 standing. Covid restrictions – 40 people MAX

This is what to do if you smell gas: **Evacuate the hall and call the National Gas Emergency Service on 0800 111999 and listen to their advice. Call the above named person.**

This is where the electrical isolation switch is:
In the storage area at the front of the building (just off the reception)

This is what you should do if the people you are responsible require first aid:
Use the first aid kit that is in the kitchen area. Fill out an accident form / book that is next to the first aid kit. Inform us of the items you have used from the first aid kit so we can replace them.

Before and during your use of our premises we require you to:

- | | |
|--|---|
| <input type="checkbox"/> Nominate a responsible person to be in charge of safety for the event/function who knows our procedures and precautions | <input type="checkbox"/> Check that all the security devices, padlocks and similar devices are removed from exits |
| <input type="checkbox"/> Have in place effective stewarding arrangements to suit the event/function | <input type="checkbox"/> Check that all the exits are clear of obstructions and combustibles |
| <input type="checkbox"/> Have in place effective evacuation plans for the safe evacuation of all of your guests needs | <input type="checkbox"/> Ensure the maximum occupancy level is not exceeded |
| <input type="checkbox"/> Inform guests at the start of the event/function on the fire procedures and fire precautions | <input type="checkbox"/> Ensure that the fire fighting and emergency lighting equipment is not obstructed |
| | <input type="checkbox"/> Ensure that all equipment brought in is safe |
| | <input type="checkbox"/> Comply with any licensing requirements |

Signature of Hall Administrator

Print Name:

Date:

Signature of Hirer:

Print Name:

Date:

Agreement for hire of facilities at Greyfriars Hall, Marine Hill, Clevedon, North Somerset, BS21 7PP

This agreement is made between (1) The Church of the Immaculate Conception/Trustees OFM and (2) the **Hirer** (see below):

All correspondence regarding the hire is to be sent to: clevedon.immaculateconception@cliftondiocese.com

Greyfriars Secretary, The Church of the Immaculate Conception, Marine Hill, Clevedon, North Somerset BS21 5JL

It is agreed as follows:

1. Definitions:

1.1 "The Premises" means: **The whole of Greyfriar's Hall, including the toilets at the front of the building and the car park**

Details of the Hire			
Hirer:			
Hirers Address:			
Hirers Telephone:		Hirers Mobile:	
Hirers Email:			
Purpose of Hire:			
Date of Hire			
Repeat/Single Hire?	<i>Repeat Hire</i>	<i>Weekly/Monthly</i>	<i>Single Event</i>
Time of Hire:	From:	To:	

Hire Fee:	
Booking Fee <i>A booking fee of £20 is required which is non refundable if cancellation is made within 7 days of the event. The balance should be paid 7 days prior to the event. If you are paying the hire charge in full at the time of booking, then no booking fee is required.</i>	Amount Enclosed/sent £
Refundable Breakages Deposit <i>A refundable breakages deposit of £20 is required which will be refunded after the event if there have been no breakages and the hall is left in a clean and tidy condition</i>	
Hire of Hall (to include setting up and clearing away) Number of hours @ £12 per hour hours	
Total Amount Enclosed <i>Cheques should be made payable to 'The Hall Development Fund'</i> <i>Payment by BACS to: 'Hall Development Fund', Acc no. 68555679, Sort code: 52-10-03</i>	
<i>The Management Committee reserve the right to cancel a booking at any time without compensation. In the unlikely event a booking is cancelled any booking fees paid will be reimbursed.</i>	

3. Consent:

Please note that by signing this agreement you are confirming that you have read and understood the Conditions of Hiring and agree to comply with them. The Hirer is advised to ensure that he/she and any other party contracted to them or by them for any service to be provided at the Premises has suitable insurance for potential liabilities to third parties. A copy of Liability Insurance should be attached to the booking form.

If the premises are hired by an individual/individuals for a private event that involves children, young people or vulnerable adults (e.g. parties) then by signing this agreement form the Hirer is confirming that the event is a private booking and that the Hirer organising the event agrees to exercise a supervisory function and accepts responsibility for the safeguarding of children, young people and vulnerable adults who attend the event.

Signed by/on behalf of the Hirer: _____ Date: _____

Signed by/on behalf of the Trustee: _____ Date: _____

Standard Conditions of Hire

1 All applications for the use of the premises, or part thereof, shall be made in writing on the printed form available to be returned to the Trustee's Authorised Representative. The individual signing the application form shall be considered the hirer and must be over 18 years of age. No booking has been made until the Hirer has received written confirmation of the Hire.

2 The Trustee reserves the right to reject any application, or part thereof, for the hire of the Premises. The premises are to be let out on the basis that they 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 premises must be respected. Any breach or potential breach of this provision will mean that the use of the Premises is withdrawn.

3 This agreement may be cancelled at any time by the hirer or the Trustees Authorised Representative.

4 The hiring fee is payable in advance.

5 The Hirer will, during the period of hiring, be responsible for supervision of the premises and its contents; their care, safety from damage, however slight, or change of any sort and the behaviour of all persons using the premises whatever their capacity including proper supervision of car parking arrangements so as to avoid obstruction of the highway or any adjoining land. The Hirer shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol thereon without prior written permission.

7 The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

8 The Hirer shall comply with all conditions made in respect of the premises by the Fire Authority, Local Authority, or other relevant body, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays. The premises must not be used for any such public event unless the Trustee has expressly approved the event and has confirmed that it is licensed for this purpose.

9 The Hirer is not permitted to use any kitchen to provide food that is subject to relevant food health and hygiene legislation and regulation without the express additional agreement of the Trustee. The Trustees do not accept any responsibility for any food brought in by the Hirer. If requested, the Trustees can provide names of licensed catering organisations.

10 The Hirer must report all accidents involving injury to any person using the premises during the period of hire to the Trustee's Authorised Representative as soon as possible and complete the Accident Book record. In addition, the Hirer may have to complete a report, in accordance with Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995.

11 The Hirer shall ensure that no animals (including birds) except guide dogs are brought into the Premises and no animals whatsoever are to enter the kitchen at any time.

12 The Hirer shall ensure that any activities for children and young people are risk assessed and that only fit and proper persons have access to the children.

13 The Hirer shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises, and shall indemnify the Trustee against all action, claims and proceeding arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the Local Authority.

14 The Hirer must respect the residential nature of the area and must not disturb neighbours, particularly when departing the Premises late at night.

15 Any damage to the premises is to be reported by the Hirer to the Trustee's Authorised Representative and rectified at the Hirer's expense by the Trustee's contractors. Any failure of equipment belonging to the premises must also be reported as soon as possible.

16 No floors may be specially polished or powdered for dancing.

17 No stiletto heels or other footwear likely to cause harm to the floor may be worn. The Hirer is responsible for any damage caused by breach of this condition.

18 No ball games are allowed in or around the premises. The use of bouncy castles is not permitted on the premises.

Continued overleaf

19 No smoking is allowed in or around the premises.

20 The Trustee reserves the right for itself and its Authorised Representative to enter the premises at any time during the hire and put a stop to any function which, in its opinion, is not properly conducted. In such circumstances no part of the hiring fee shall be refundable and any cost incurred in engaging Police Constables, or other such persons, to secure such observance will be payable by the Hirer.

21 Under no circumstances must any form of cooking or heating be used other than those currently installed in the premises or specifically approved in advance by the Trustee's Authorised Representative.

22 The premises must be left clean, tidy, lights extinguished, windows and doors firmly secured, and any contents temporarily removed from their usual positions properly replaced, otherwise the Trustee shall be entitled to make an additional charge for dealing with these matters. All refuse is to be placed in the black refuse sacks (supplied by the hirer) and put in the bin outside. If bin outside is full, then all additional rubbish should be taken home by the Hirer. Nothing should be affixed to any walls.

23 During the period of Hiring the Hirer is to be responsible for the efficient supervision of the premises including (without prejudice to the generality of the above):

- (i) The effective control of children.
- (ii) The orderly and safe admission and departure of persons to and from the premises.
- (iii) The orderly and safe vacation of the premises in case of emergency.
- (iv) The preservation of good order and decency in the premises.
- (v) Ensuring that all doors and corridors giving egress from the premises are left unobstructed and immediately available for exit during its use.
- (vi) Fire appliances must be kept in their proper places and used for no other purpose. All fire doors must only be opened in the event of an emergency.
- (vii) The Hirer is to provide such number of competent stewards and attendants as may, in the opinion of the Trustee to be necessary to secure compliance with the above requirements being a minimum of one steward or attendant over the age of 18 years for every 250 persons (or part of 250 persons) present or if most of the persons present are under 16 years of age one steward or attendant for every 100 persons (or part of 100 persons present).

24 The Hirer will be responsible for all obligations in respect of copyright works and will pay all composers, authors, publishers and other fees or royalties which may be payable in respect of the function.

25 In respect of damage to property and/or injury to persons:

- (i) The Trustee will not be liable for death of or injury to any person attending the Premises for the function the subject of hiring or for any losses, claims, demands, actions proceedings, damage costs or expenses or other liability incurred by the Hirer in the exercise of the rights granted by the Agreement except where such death injury or loss is due to the negligence of the Trustee
- (ii) The Hirer will fully indemnify the Trustee for death of or injury to any persons attending the Premises for the function the subject of hiring or for any losses, claims, demands, actions, proceedings, damages costs or expenses or other liability where such loss or injury arises due to the act or omission of any person or organisation contracted or engaged by the Hirer
- (iii) The Trustee will not be liable for any damage or loss to any vehicle (including cycles) or its contents whilst using the car park
- (iv) The Trustee will not under any circumstances accept responsibility or liability in respect of any damage to or loss of any goods articles or property of any kind brought into or left at the Premises
- (v) The Hirer will indemnify the Trustee against all such liabilities as mentioned in this Condition

26 The Trustee may act through any authorised representative or their delegate and references in these Conditions to any approval discretion consent or requirement of the Trustee are deemed to be references to the approval discretion consent or requirement of any such representative or their delegate and anything which the Hirer is required to produce to the Trustee is to be produced to such representatives or their delegate.