

Organisational Hirer's Checklist – St John the Evangelist, Bexley Church Hall

Before the date

Make sure you read the Terms and Conditions.

Obtain any necessary licences required for your hire including local authority entertainment, copyright, performing rights etc.

Obtain permission from the Hall Secretary for any items you wish to bring onto the premises, including

- Cooking equipment (electric only and does not use flammable substances)
- Animals (except registered assistance dogs). No animals are permitted in the kitchen at any time.
- Any equipment or appliance e.g. disco equipment.

These items have caused damage in the past or represent a Health and Safety hazard and are prohibited on the premises:

- Bouncy castles or Gymnasium equipment
- Flammable substances, including cooking oil
- Compressed Gas Cylinders

Other items are not allowed on the premises if the PCC Representative believes they represent a hazard.

On the day

Arrive on time and ensure you are able to tour the premises with the PCC's representative. Note the fire fighting apparatus, accident book and Environmental Sound Limiter operation. (see over)

Draw the PCC's representative's attention to any damage present at the beginning of the hire.

Set up any amplification equipment and speakers in the designated position between the storage room doors.

Some things you must NOT do

- Allow smoking or the consumption of alcohol in any part of the hall
- Allow any illegal substances, objects or any prohibited items onto the premises
- Alter, interfere with or remove any fitting or appliance
- Bring items onto the premises without permission
- Fix anything to the walls, doors or other fixtures by any means including with Blu-Tack, adhesive tape etc. except by using the hooks provided
- Be abusive to or harass any PCC representatives
- Make a nuisance for the neighbours
- Allow parking in the access road or more than 17 vehicles in the car park
- Exceed the maximum number of people allowed in the hall (120 for parties or 150 for other events)

Some things you must do

- Only use the premises for the purpose stated in the Contract of Hire
- Prevent unauthorised people from entering the hall
- Ensure Helium filled balloons are securely anchored
- Ensure all fire exits and the door to the office are kept clear at all times

At the end of the hire you must ensure:

- The Hall is swept and the Hall, kitchen, toilets, corridors, furnishings and other equipment are clean.
- Tables and Chairs are correctly stacked as shown on the nearby notices
- All appliances are turned off.
- All refuse including bottles, cans, broken toys is removed from the premises.
- Any items brought onto the Premises are removed.
- You wait for the PCC representative before leaving the premises and report any damage that has occurred.
- You are ready to vacate the Hall by the end time and the car park by 15 minutes later.

Charges may be made for damages, additional cleaning, rubbish, breaches of the terms and conditions etc. or for exceeding the end time

Contact Numbers

If the PCC representative fails to appear by 5 minutes after the start or 10 minutes after the end time please ring the following numbers in the order listed: 07950 794977, 01322 521187

Please Turn Over for important information

IN THE EVENT OF FIRE (REAL OR SUSPECTED)

- **Evacuate of the Hall using all available exits,**
- **Call the Fire Brigade** (use a mobile phone if possible to dial 999 as the nearest public phone box is at the bottom of Station Approach in Bexley Village)
- **Inform the Hall Secretary or nominated PCC contact.**

Please pay particular attention to ensuring the safe exit of anyone with physical difficulties. Where there is time and it can be done safely electrical appliances should be turned off and doors closed to delay the spread of fire.

Fire fighting equipment is provided, the Hirer should familiarise themselves with the location and usage of the different equipment. If it is safe to do so the fire fighting equipment may be used to tackle the fire but no risks must be taken.

The assembly point is at the front of the church. It will assist the Fire Brigade if they know whether all people are accounted for, therefore it is advisable to know how many people are in the Hall.

Steps should be taken to ensure no one enters the premises until the all clear has been given by those tackling the fire or by the fire brigade if in attendance.

It will help to place someone in Parkhill Road to direct the Fire Brigade to the access road.

ACCIDENTS

There is a First Aid box in the Kitchen. Render First Aid if possible and call an Ambulance by dialling 999 if appropriate.

Report all accidents involving injury to the Hall Secretary as soon as possible. Details must be recorded in the accident book located in the kitchen.

ENVIRONMENTAL SOUND LIMITER (ESL)

If the sound level exceeds the pre-set level the ESL will cut off the power to the sockets in the Hall. It will also do so if the doors nearest the car park are opened. Press the red button by the serving hatch to reset the system when it is safe to do so.

Contact Points

Hall Lettings Secretary: Gill Rogers 07791 794977

Hall Management Committee Chair: Andrew Melling 01322 521187

Other PCC representatives who may be present in the hall include Clergy, Susan Jones (Parish Clerk), Colin Wooster (Treasurer), Terry Capper (Treasurer's Assistant), Julia Wickham and Janine Wooster (Churchwardens)