

# THE PARISH CHURCH OF BARBOURNE ST. STEPHEN

## Bishop Allenby Hall - Terms and Conditions of Hire

The Bishop Allenby Hall is the property of the Parochial Church Council (PCC) of The Church of St. Stephen, Droitwich Road, Worcester WR3 7HS. The hall is available for occasional or regular hire.

**Use of the Bishop Allenby Hall is subject to the following terms and conditions. PLEASE READ CAREFULLY.**

### 1 Lettings and Charges

- 1.1 The hall will not be let to any person under the age of 18 years.
- 1.2 All lettings must comply with the Hall Premises licence which is displayed in the hall entrance lobby
- 1.3 The hirer shall not sub-let the hall
- 1.4 Lettings cannot extend beyond **11:00pm** as per the terms of the premises licence displayed in the entrance lobby.
- 1.5 A Hiring Agreement form (available from the church website) must be completed and posted to the Parish Administrator. A signed copy must be returned before a booking can be confirmed. There are two forms – one for single bookings and another for regular bookings. The charge for a single booking is indicated on the form. Charges for regular bookings will be agreed with the Parish Administrator in line with PCC policy. The PCC may decline a hiring request without giving any reason.

### 2 Payment

- 2.1 A deposit may be required to be paid upon booking. This will **NOT** be refundable unless the booking is cancelled at the request of the PCC.
- 2.2 Payment must be by cash, cheque, standing order, or BACS transfer payable to 'PCC of St. Stephen's', account number 00021236 CAF Bank LTD, Sort Code 40-52-40, Reference 'Hall Hire-(your name)'.
- 2.3 For a 'single use' booking, payment must be made when collecting the key.
- 2.4 For regular lettings, the preferred method of payment is by BACS, frequency of which to be agreed with hirer.
- 2.5 A receipt will be issued if required.

### 3 Security

- 3.1 All keys remain the property of the PCC.
- 3.2 A key or keys will be issued only to those persons named on the Hiring Agreement Form - keys must NOT be given or lent to any third party nor will copies be made.
- 3.3 For 'single use' bookings, the arrangements for collecting the key will be explained in the booking confirmation. The key must be returned within 24 hours of the end of the hire period.
- 3.4 The hirer shall check all windows and doors are closed and secure before leaving and locking the front door.

### 4 Services and Equipment

- 4.1 Heating is provided by a gas fired central heating system which will be set to operate during the times of hire. The settings of radiator valves must not be altered.
- 4.2 The building is fitted with a fire warning system with three 'break glass' fire alarm call points: one in the main lobby, one by the fire exit on the north wall of the hall and one by the glazed doors at the west end of the hall.
- 4.3 There are three smoke detectors: outside the kitchen, in the main lobby and outside the print room.
- 4.4 There is an emergency lighting system which is activated automatically in the event of a power failure.
- 4.5 No modifications and/or alterations shall be made to the electrical installations in the hall.

- 4.6 Any damage found or caused, or anything not working as it should, must be reported to the Parish Administrator. There are 100 stacking chairs, 10 large, and 8 small folding tables which may be used by hirers. They must be returned to the store after use (see Section 6 below).
- 4.7 Kettles, teapots, and some crockery and cutlery are available for use by hirers. Please ensure that the kitchen is left tidy.
- 4.8 The hirer must provide drinking glasses, if required.

## **5 Cleaning, Disposal of Rubbish and Eco-Church.**

- 5.1 The hall is cleaned at regular intervals during the week.
- 5.2 Before leaving, the hirer shall ensure that the premises are in a clean and tidy condition and ready for use by the next hirer/user. If additional cleaning is required the hirer may be charged.
- 5.3 Any crockery and cutlery used must be washed and dried and put back where found. **Tea towels are NOT provided.**
- 5.4 Hirers must remove all rubbish, including empty bottles, drink cans, food scraps, cardboard and other waste from the premises when leaving.
- 5.5 Cleaning materials, brushes, mops, dustpans etc., are situated in the cleaner's cupboard just off the main entrance hall.
- 5.6 Decorations may be put up by the hirer, but they must not be attached to the walls with 'Sellotape' or similar adhesives. All decorations are to be removed after the event.
- 5.7 As an Eco Church we encourage all who use the premises to be as environmentally friendly as possible. You are more than welcome to use our plates and cutlery for your event, or to bring your own reusable items. If using disposable items (plates, cutlery, etc.), we encourage you to purchase biodegradable items that can be placed in a compost bin after use and to recycle as much as possible of food packaging materials.

## **6 Breakages, Damage, etc.**

- 6.1 The hirer will be held responsible for any loss of or damage to the fabric, furniture or fittings in the hall during the Hire Period. In the event of repairs being necessary, they will be carried out by professional craftsmen to the order of the PCC. The cost of any replacements or repairs will be recovered from the hirer.
- 6.2 If the premises are left unsecured, the hirer may be held responsible for any theft from or damage to the premises that may occur as a result.

## **7 Nuisance**

- 7.1 Noise from the playing of music, or any other activity, must be kept to a reasonable level so as not to cause a nuisance to neighbouring householders.

## **8 Safety**

- 8.1 The number attending any function or meeting is limited to 120. Hirers are responsible for ensuring that there is no 'gate crashing' at functions.
- 8.2 Hirers must ensure that, during the entire period of the letting, all external doors and fire exits are free from all obstructions.
- 8.3 Hirers must designate a person to act as Fire Warden, who must familiarise themselves with the location of fire exits, alarm call points and fire extinguishers in the event of a fire or other emergency.
- 8.4 Any incidents involving personal injury must be recorded in the Accident Book, located in the entrance porch. There is a first aid kit on top of the microwave in the kitchen. Serious injuries must be reported to the Parish Administrator or a Churchwarden.
- 8.5 The hirer shall be responsible for the proper supervision of all persons present in the hall.

8.6 The Hirer shall ensure that no animals (including dogs) except guide dogs or other registered support dogs (e.g. 'Hearing' dogs) are brought into the premises, other than for a special event agreed to by the PCC. No animals whatsoever are to enter the kitchen at any time.

## 9 Insurance and Public Liability

9.1 The PCC shall not be held responsible for any loss, damage or claim by any party arising out of the hiring of the hall.

9.2 Hirers are responsible for providing adequate insurance cover for themselves, those associated with them and their equipment and any other property they bring onto the premises.

9.3 All single use hirers are covered by the hall's public liability policy.

9.4 All regular hirers are required to hold a current public liability insurance policy.

## 10 Legislation and Statutory Regulations

10.1 The hirer shall ensure that nothing is done on, or in relation to, the premises in contravention of current legislation relating to Child Protection, Health & Safety, Control of Substances Hazardous to Health (COSHH), Food Safety, Copyright regulations, Gaming Betting and Lotteries, Licences, or any other relevant legislation.

10.2 While the PCC is responsible for the regular testing of portable electrical appliances belonging to the hall, the Hirer is responsible for ensuring that any electrical appliances she/he brings are safe and used in a safe manner and comply with the Electricity at Work Regulations 1989.

10.3 Any hirer working with children under the age of 18 years shall have a Safeguarding Policy, a copy of which must be provided to the PCC. There shall be an adequate number of trained adults who have been recruited through a process which has included the appropriate Disclosure & Barring Service checks and they are following good practice guidelines equivalent to those which the PCC has adopted.

10.4 Single use hirers are responsible for safeguarding those attending the event, both children and vulnerable adults.

10.5 Hirers should ensure that their caterers (professional or amateur) are aware of, and comply with, the requirements of the Food Hygiene (England) Regulations 2006 and the relevant Food Safety Act Codes of Practice.

10.6 It is against the law to smoke anywhere on the premises.

10.7 **There is no licence for the sale of alcohol** on the premises, but the consumption of alcohol by adults (over the age of 18) is permitted within the context of a private party. The Hirer must ensure that consumption is kept within moderate limits and does not lead to disorderly behaviour (see Section 7 above).

January 2026