



ALL SAINTS' CENTRE

PRESTON ON TEES

CONDITIONS OF HIRE

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To be used for **EMERGENCIES ONLY**

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The All Saints' Centre is a church owned facility in a built up area. As such, we are aware that we have a responsibility to ensure that its use is compatible with good neighbourliness and the values of a Christian Church. The conditions and comments set out in this document enable us to discharge these responsibilities, whilst ensuring that people and groups using the Church Centre enjoy their activities safely and fully.

As the primary function of All Saints' Preston on Tees is to be a local church, not a facility for hire business, the PCC shall reserve the right to give priority to church-based and church organised activities over hire events. In the circumstances that the PCC shall require the use of its buildings for an exceptional event, then it shall inform the relevant parties in writing within an appropriate time scale. We will endeavour to give at least six weeks advance notice. Compensation on a pro rata basis will be offered for any this type of cancellation. i.e. for a one week cancellation in a ten week booking we will return 10% of the ten weeks fee.

Also on occasion All Saints' may wish to run a church-based or church organised activity at the same time as, but in a separate part of the building to, a hire event that will require the sharing of some of the facilities, i.e. entrance, toilets etc. In such circumstances the PCC shall inform the relevant parties in writing within an appropriate time scale. We will endeavour to give at least four weeks advance notice. In such circumstances every effort will be made to keep inconvenience to a minimum.

Certain types of activities are regarded by Christian churches as inappropriate to take place on church premises. The Centre Manager and Booking Secretary can refuse hire applications that are deemed to be inappropriate. Examples of these are occult activities including tarot card readings, séances, palmistry readings; Some martial arts activities; Strip-o-grams etc. This list is not exhaustive but serves as an indication of the type of activities for which hire will be refused.

All Saints' Parochial Church Council - is the owner of the Centre and responsible for its management and use. The term 'we' in this document means the Parochial Church Council. Parochial Church Council is often abbreviated to "PCC".

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1. Facilities

1.1 Facilities in the Centre

The Centre contains a main hall, 2 meeting rooms (which can be joined together to form one large meeting room), kitchen and toilet facilities.

The Centre is connected to All Saints' Church via a passageway (which can be locked to separate the two venues). There will be occasions when an event is taking place in the Church at the same time as the Centre. Attendees at the Church event and those at the hire event in the Church Centre are asked to respect each other's event and conduct themselves in such a manner as to cause minimal disturbance to the other event.

1.2 Car parking

There is a car park that serves both the Church and the Church Centre. Users are asked to park within the designated areas and not to park on the grass lawns. There is road parking available on local roads – however in the interests of good neighbourliness we would ask that the car-park is used in preference to nearby roads and that any parking on nearby streets is done with due consideration for local residents. The access route into the car park is both the route for the emergency services and an access route to domestic garages – therefore a route through it is to be kept clear at all times. All Saints' PCC will not be responsible for the loss or theft of or damage to property belonging to you or any person whilst attending a function at the All Saints' Centre.

1.3 Equipment available

The list of equipment available in the Centre is as detailed in Appendix 1. The PCC owns a number of items of specialist equipment that can be hired. If any of these items are required this should be indicated on the hire agreement and agreed at the time of booking the premises. These items are also used by the Church congregation for some events in Church and therefore may not always be available for use. The special equipment is detailed in Appendix 1.

2. General rules of hire

2.1

The Centre is available for hire during the day end evening up till 22:45 (Mon-Thurs) and 23:00 Friday & Saturday. The Centre is not normally available for hire during Sunday morning and evening.

Advanced bookings can be taken as follows

Regular bookings - Current term plus following term.

One off booking requests from non church members - Current term plus following term.

One off booking requests from church members - 1 calendar year, paid in advance

One off bookings church activities agreed by PCC - any time scale.

Uniformed organisations linked to All Saints' - 1 calendar year

The hirer will need to set up any chairs and tables that they require. They must make sure that someone cleans and puts these items away in their designated area after the function. In the interests of safety we would ask that chairs are not stacked more than five high. Hirers must not attach articles or posters to the walls, doors, floors or ceilings.

In the interests of the safety of groups using the building we would request the following:-

Hirers must not use high-powered electrical equipment or additional lighting without prior agreement. Equipment, such as discos, must use safety sockets or a circuit breaker adapter. There are to be no smoke machines as there are sensitive smoke detection systems on the premises. No indoor or outdoor fireworks are allowed on the premises unless by prior agreement.

No additional cooking equipment e.g. deep fat fryers can be brought into the premises without prior permission.

When you have been issued with a key the security of the premises is your responsibility. The hirer must only allow entry to those people attending their event. You must either keep the main doors locked, or if this is impractical for the event, to have a person permanently manning the door during it

That if we ask you to, you must have people to act as door or other attendants at your event.

An application for use form must be completed (Appendix 2) by the hirer. The hirer must be over 21 years old. At children's and young people's parties (up to 21 years of age) the hirer must be present at the function and enough responsible adults present to ensure the event is conducted with due regard to safety and well-being of those attending. It is also requested that the hirer does not sub-let or assign the premises to someone else or that they advertise their event at the Premises until the booking has been accepted.

Some type of activities may cause damage to flooring and surfaces. E.g. ballroom dancing with stilettos; black-soled sports shoes. The Centre Manager can refuse hire applications for such activities if appropriate assurances can not be given by the hirer that damage to flooring surfaces will not occur.

2.2 Music and noise levels

The Centre is located in a residential area, therefore in the interests of good neighbourliness, noise levels from an event must be kept within reasonable levels. Hirers must ensure that they close all doors and windows during music production.

After 21:00 any music played must be of a background level only, and inaudible from the nearest premises. All music must stop, and both the premises and car park be vacated by 23:00 on Fridays and Saturdays and at 22:45 on other days. When leaving users should do so in a timely and quiet manner, and should refrain from leaving vehicle engines running, sounding vehicle horns, slamming doors, or calling out to others.

The only exception to louder music being played after 21:00 is when the booking specifically requests it, and has been granted to the hirer, this type of booking is extremely limited. It is a stipulation of our premises license that we monitor sound levels on a regular basis, if the level of sound is deemed too high by the person appointed by the PCC, then the hirer will be asked to lower the sound volume, the hirer will be obligated to do so without negotiation. If in the event the hirer refuses to comply then they will be asked to cease altogether and to vacate the premises.

2.3 Alcohol

The PCC does not hold a license for the sale of alcohol on the premises. Hirers who wish to bring alcohol to their function (or arrange for an outside caterer who holds the appropriate license to serve alcohol) must indicate this at the time of booking. Confirmation of a booking for a function at which alcohol is to be served is subject to a decision by the Centre Manager. Failure to indicate whether alcohol will be served may jeopardise your booking. It is the hirer's responsibility to ensure that no underage drinking occurs and that excessive drinking is not encouraged.

2.4 Smoking

A strict “NO SMOKING” policy is enforced throughout the premises. This includes the toilets, hallways and inner porch areas. It is the hirer’s responsibility to ensure that it is rigorously enforced. The building does contain smoke detectors and if these are inadvertently set off the building would have to be evacuated. Smoking is allowed in the outside car park area. If there is evidence that this policy has been breached All Saints’ PCC reserve the right to retain the deposit and refuse the hirer future bookings.

2.5 Leaving the premises

Please bring your own rubbish bags if you anticipate that your event will generate a lot of rubbish and take these away with you. Small amounts of rubbish can be put in the bin located in the kitchen.

Cleaning equipment e.g. brushes / pans / hoovers etc are available and these should be used to ensure the premises are left in a clean and tidy condition at the end of the hire period.

Before vacating the building hirers must ensure that they securely close and lock all windows and doors. They must also turn off all taps, turn off and clean all kitchen equipment, remove all rubbish, switch off all lights and check that everyone has left the building

The hirer should lock up the premises (unless some other agreement was reached at the time of hire) – having ensured all lights are switched off, all doors and windows firmly closed. The key is then to be returned as agreed with the booking secretary at the time of hire. Instructions about locking up form part of the safety requirements that a hirer has to be taken through before the hire period can commence. [Appendix 3]

Any damage or malfunction of equipment noted during your use must be reported to the Bookings Secretary or Centre Manager immediately, whether caused during your booking or otherwise.

3. Health and Safety

The safety requirements of the building will be explained in more detail to the hirer at the time of arranging the hire [Appendix 3]. The hirer must ensure that they are on the premises throughout the hire period. In addition to the details in Appendix 3 the following points are particular noted for attention.

3.1 Members of the PCC and those acting on its behalf (e.g. Centre Manager, Caretaker) and any of the Emergency Services can enter the Premises at any time during the hire period without prior notice.

3.2 The marked fire exits should be kept clear of obstructions at all times.

3.3 The Church Centre is close by a busy main road – young children are not to be allowed into the grounds unsupervised where they could wander out onto the road.

3.4 Hirers should carry out a risk assessment of their own event prior to the event taking place

4. Indemnity and Insurance

4.1 All Saints’ PCC will not be responsible for the loss or theft of or damage to property belonging to you or any person attending the Premises.

4.2 All Saints' PCC will hold the hirer responsible for the costs of any necessary repairs to the Premises/replacement of equipment arising from the hirer's use, including any consequential losses should the Premises be unusable as a result.

5. Termination of Hire

5.1 If a hirer does not comply with one or more of the conditions of hire or instructions or requests, then the Centre Manager can exclude the hirer or any person in the Premises from the Premises until compliance is achieved. In this event it will not relieve the hirer from any obligations under these conditions.

5.2 The Hirer must only use the Premises for the purpose(s) agreed to, and The PCC reserves the right, if the PCC believes the hirer's use is improper, unseemly or undesirable, of immediately terminating your booking without payment of any compensation or refund of any payments made by you to the PCC.

6. Charging for Hire

Hirers must pay the full room hire fee, at the time of booking. This payment ideally should be in the form of a cheque made payable to "All Saints' Preston-on-Tees PCC". Until payment is received the booking is not considered as confirmed.

Hirers make a refundable deposit of one hundred pounds (£100) when they pick-up the key. Ideally this should be in the form of a cheque made payable to "All Saints Preston-on-Tees PCC".

In the case of a cancellation, the PCC will only refund 100% of the fees if the PCC receives another booking to replace the one cancelled. You must notify the booking secretary of a cancellation in writing. No refund will be entertained if you cancel after fourteen days before the event.

In the event of there being no complaint concerning the use of the building or the state in which the hirer left it, any loss or damage or other reasonable cause there will be no loss of deposit. In this event the bookings secretary will destroy the cheque or return it if the hirer has requested this by including a stamped addressed envelope. The PCC will hold the hirer responsible for any loss or damage of any property belonging to the Centre whilst in their care and will charge the cost of any repair or replacements.

The main hall in the centre is currently used by several groups which play ball games during their meetings. In order to protect the hall roof tiles however the PCC must ask that all hirers use only soft balls, e.g. of the sponge variety, during their games. The PCC reserves the right to levy a charge on centre users to repair damage to the roof if they are found to have caused damage

The PCC would endeavour to honour all bookings however if in the PCC's opinion, the Premises have become unsafe for use and therefore the booking cannot be honoured the PCC will refund all payments fully, but this will be the limit of our liability to you. The PCC would endeavour at all times not to let this situation occur.

APPENDIX 1 - List of Equipment available

Kitchen:

Crockery	100 large plates 100 medium plates 100 cups and saucers 100 soup bowls Small milk jugs and sugar basins Water jugs
Cutlery	100 forks, knives, soup spoons, desert spoons, 50 teaspoons

Microwave; Oven; Fridge/ Freezer; dishwasher; Kettle

[There are a small number of tea towels available however hirers are requested to bring their own tea towels]

Tables and Chairs:

7	Long tables
8	Small tables
10	Round tables
50	Blue Cloth seated chairs

Special Equipment (must be requested at time of hire)

Flip chart stands (hirers must provide their own flip chart paper)

Video and small "TV" screen

Dividing screens / notice screens

Music Stand

Young people's games

APPENDIX 3 - Health and Safety pre-hire checklist

1. Contact

I have been given details of who to contact in the event of a serious problem with the building

2. Security

- I have had explained which key opens which doors
- I understand how to lock up the building
- I have been advised how to hand the key back

3. Fire

- I know where the fire exits are
- I understand that the meeting point in the event of the alarm sounding is in the far corner of the car park

4. First Aid

- I know where the first aid kit is kept
- I have been shown where the accident book is kept

5. Utilities & heating

- I have been shown where the main light switches are
- I have been advised about the "Emergency gas shut off" button in the kitchen and how to re-set it

6. Food Hygiene

- I have read and understood the food hygiene guidelines POL_07

Signed Hirer: _____ Date: _____

Signed on behalf of All Saints' PCC: _____ Date: _____

APPENDIX 4

Policy – Food Hygiene

Food Safety Guidelines – External hirers

Definition

As a Church we have a duty of care to all who eat food on our premises and as such All Saints PCC have adopted the following food hygiene policy. The policy applies to external users preparing food either in the centre kitchen or at home for later distribution on the premises.

Conditions

Any users or organisation that hire our hall and will be serving food must read these guidelines and adhere to them. A copy is also attached to the booking conditions. It is also strongly recommended that the hirer reads the manual - Safer food, better business issued by the food standards agency, a copy of which is available in the kitchen. All saints' PCC cannot be held responsibility for the condition of any foods either brought onto our premises or prepared within our kitchens by external hirers and users of the hall.

Requirements

On entering the kitchen, place any bags etc in the cupboard provided so that no one can trip over them and hurt themselves.

Your clothing must be clean, aprons should be worn and long hair should be tied back. All jewellery, watches etc should be removed but wedding bands are allowed

now wash your hands in the hand-washing basin using liquid soap. Make sure you wash well between the fingers and scrub your nails. Remove stopper from sink before drying your hands - preferably with a paper towel.

How to wash your hands:

1. Wet hands thoroughly
2. Use approved soap
3. Rub palms together
4. Rub the fingers
5. Rub the thumbs
6. Rinse hands thoroughly

7. Use paper towel for drying
8. Turn off the tap using the paper towel

Now disinfect the work surfaces.

You are now ready to work and it is our responsibility to stop bacteria. There are many types of bacteria; two of the most common are salmonella and E-coli 0157. Bacteria are germs and, as we all carry bacteria, they are a source of contamination. We carry bacteria on our skin, in our mouth, nose, ears, hair etc. Bacteria are also in the air, water, soil and on food.

Bacteria can be killed by proper cooking – by **HEAT** – by **CHEMICALS** – or by **IRRADIATION**.

Bacteria cause food poisoning and it is our job to prevent this. To prevent bacteria passing from us we should wear protective clothing.

The high risk foods are:

1. All cooked meat and poultry.
2. Cooked meat products including gravy and stock.
3. Milk, cream, artificial cream, custards and dairy produce.
4. Cooked eggs and products made from eggs e.g. mayonnaise.
5. Shellfish and other seafood's.
6. Cooked rice.

To make bacteria multiply they require

1. Warmth
2. Moisture
3. Food
4. Time

Bacteria can multiply every ten minutes and grow in the danger zone. The **DANGER ZONE** is between 5 °C and 63 °C. Therefore **ONE** bacterium becomes **ONE THOUSAND** in only 1 hour 40 minutes. Their preference for growth is 37 °C - blood heat. This is the most dangerous temperature.

To keep food in good condition **HIGH RISK** cold food should be kept below 5 °C and **HIGH RISK** hot food over 63 °C. Bacteria will not grow when frozen at 18 °C but are still there and will start to multiply when thawed out.

The 10 main reasons for food poisoning are:

1. Food prepared too far in advance and stored at room temperature, i.e. not under refrigeration.
2. Cooling food too slowly prior to refrigeration.
3. Not re-heating food to high enough temperatures to destroy food poisoning bacteria.
4. The use of cooked food contaminated with food poisoning bacteria.
5. Undercooking
6. Not thawing frozen poultry for sufficient time
7. Cross-contamination from raw food to cooked food
8. Storing food below 63 °C
9. Infected food handlers
10. Use of left-over food

Food poisoning can also be caused by:

1. Bacteria or their toxins
2. Viruses
3. Chemicals e.g. insecticides and weed-killers
4. Metals e.g. lead, copper and mercury
5. Poisonous plants e.g. deadly nightshade and toadstools

Bacteria can be passed by:

1. Hands
2. Clothes and equipment
3. Hand contact surfaces
4. Food contact surfaces

Try to make sure the same utensils are not used for both raw and cooked food. They must be properly washed between being used on raw and then cooked food.

Should you be unwell in any way (sickness, diarrhoea etc), please do not prepare food for use on our premises. Ask someone else to cover for you. Any cuts should be completely covered with a plaster - preferably blue or green - which seals round the wound. Do not use strip dressing as germs can escape from

the open ends.

Food can be contaminated by:

1. People
2. Raw food
3. Insects
4. Rodents
5. Dust
6. Refuse, waste food
7. Animals, birds

If at any time you see any indication of insects, rodents, animals or birds in the church kitchen, please notify the centre receptionist or manager immediately.

Physical contamination

Physical contamination of food is caused when a foreign body is found in food. This can be anything from a piece of metal from a machine, cleaning materials, flaking paint etc - anything which should not be eaten. Physical contamination can also be caused if items we are wearing fall into food e.g. ear-rings, stones from a ring or brooch, jewellery on hands and wrists or grips from our hair. Please do not wear nail varnish when preparing food as it can flake off. Strong perfumes / after-shave should not be worn as they can also contaminate food.

Cooking and reheating food

When food is cooked from fresh, the centre of the item must reach 75 °C. Re-heating food must be heated to a temperature in the centre of 82 °C. A probe thermometer will be available in the kitchen for this purpose and you must check that reheated food reaches this temperature. The probe must be wiped with **BACTERICIDAL** disinfectant before and after use. Hot food must be served above 63 °C and can only be reheated once.

Keeping food when not for immediate use

All food should be kept as cool as possible. We are lucky in having halls which are well heated but, for food, it is a disaster. Please keep food, especially if it contains a high-risk item, in the kitchen which is usually cool. All food should be kept covered. This also applies to Sales of Work, Coffee Mornings/Evenings etc. Any individual items which are not wrapped should be in covered containers and, when placing them in the bag for the customer, tongs **MUST** be used.

Fridge

In the fridge, please keep raw and ready-to-eat food separate. Raw food should always be on the lowest shelf of the fridge. There will be a thermometer in the fridge and the temperature, when opened first thing in the morning, should not exceed 5 °C. If it exceeds this, please let a member of staff know

Cream

We all love it - so do the bugs, because of the high fat content. Cream should only be out of the fridge for no more than 15 minutes. If cream cakes are to be served, please bring the cakes without the cream. Then either whip the cream in the kitchen and fill the cakes shortly before they will be eaten, or bring your cream whipped in a freezer bag and place the cream in the fridge on arrival, ready to fill any cakes later on.

Alternatively, chilled pouring cream can be served with the desserts.

Buffets

We cannot have any influence over the preparation, storage and handling of buffet food that you bring, or arrange to be brought, onto the premises. Because of this we would appreciate if you take some time on the details below relating to buffets

Most of the food served at buffets may be kept above 8 DegC for a single period of 4 hours (whilst it is being stored or displayed)

After this 4 hour period any remaining food should be discarded. Alternatively the food can be returned immediately to chilled storage (below 8 DegC) until it is finally consumed

Any food consumed after this period of time is considered to be higher risk and could potential place persons at risk of food poisoning

Because of this we recommend the following:

Food should be delivered and set up for display and consumption as close to the service time as possible

After 2 hours at room temperature we recommend that the food is discarded or taken else where and placed in a refrigerator before final consumption. Food should certainly not be consumed after more than 4 hours at room temperature

We recommend that food is not taken away for consumption at the end of the function, but disposed of, unless it is consumed within 4 hours (or placed in a chiller within that time)

If in doubt don't eat it.

Other important hygiene advice

1. Instead of using mayonnaise in sandwiches, use salad cream or French dressing.
2. Ventilation is important, it keeps the temperature down.
3. Allow only four hours leeway between making a sandwich and eating it, unless it is kept in the fridge in the meantime.
4. As we only have one fridge, then raw meat, poultry and fish (covered) should go on the bottom shelf.
5. Remember, a fridge doesn't kill bacteria; it only slows down the rate at which they multiply.
6. Keep ketchup in the fridge.
7. No over-loading the fridge, no hot food and no open cans.
8. Don't re-freeze defrosted foods.
9. Reheat foods until they are piping hot throughout. Never reheat foods more than once.
10. Keep separate chopping boards for raw and cooked foods - preferably a different colour. Keep them scrupulously clean.
11. Do not keep foods beyond their 'use by' date.
12. Never dip fingers in food to taste - use a spoon
13. Do not, chew gum, change nappies or undertake any other unhygienic practice in a food handling area

Washing Hands

Hands must be washed regularly and always in the following circumstances:

1. When you visit the toilet
2. On entering the food room and before handling any food or equipment.
3. Between handling raw and cooked food.
4. After combing or touching your hair.
5. After eating, smoking, coughing or blowing your nose.
6. When you handle waste food or refuse.
7. When you handle cleaning chemicals.

Hygiene

When you are handling dishes etc

1. Make sure you do not handle any part which will be in touch with anyone's mouth.
2. Fingers should not be inside cups, use the handles when setting out or putting away.
3. Only handle cutlery by the handle.
4. Teaspoons in a dish should have the handles protruding to enable people to help themselves.
5. Disposable cups should be taken from the base of the tube to prevent your fingers going inside the cup.
6. Dishes which become cracked or chipped must be thrown out.

Always work methodically, clearing up as you go along.

If not using the dishwasher then washing dishes will have to be done using the two-sink method - wash in the first sink and rinse in the second one— using clean, hand-hot water 53 °C to 55 °C and using a detergent. Use a nylon pot scrub or brush if required. Rubber gloves should be worn when using this detergent. Disposable cloths should be used. If non-disposable cloths are used, each organisation should provide their own and be responsible for bleaching / boiling after each use.

Clean tea towels must be used or dishes air-dried. Organisations should either provide their own tea towels or, if using church ones, take them home, wash and iron and return to the church as soon as possible. Do not leave dishes drying for other users to put away at a later time.

Pets and animals are not allowed in the kitchen.

Dirty water from non-food sources (floor washing, painting etc) must not be emptied down the kitchen sinks. This type of dirty water must be emptied in the sink in the cleaner's cupboard.

Buckets should be emptied at the end of each shift and the contents placed in the cleaner's cupboard. Should they become full while you are working, the same applies - never let them overflow.

Work surfaces, sinks etc must be disinfected before you leave the kitchen with bactericidal disinfectant, and the cooker top cleaned. If dirty, a 'Jif' type of cleaner should be used.

Any organisation keeping food, sugar, tea etc in a kitchen cupboard should make sure they are in a rodent proof container and clearly marked with the organisation's name.

Please remember many groups use the kitchen. When you come in, it should be in pristine condition. Nothing left on the work tops or on the top of the units. Please leave it in this condition.

Please, all help each other, and we can enjoy working in the kitchen in pleasant surroundings.

No	<i>Policy Document Change History</i>	<i>Date</i>	<i>Who</i>
11	Number of tables changed from 8 to 7 – page 7	13/07/11	SG
10	Emergency contact details and church e-mail address changes – page 1	13/07/11	SG
9	Note about security added – page 4	19/03/09	RP
8	Note added relating to use of balls	05/02/09	RP
7	Hire of staging removed	19/11/08	RP
6	Shared event and cancellation details added	15/09/08	RP
5	Emergency contact numbers added	09/07/08	RP
4	Updated buffet info added	18/02/08	RP
3	Centre manager removed from front cover	25/09/07	RP
2	3.4 Risk assessment notice added		
1	Advanced booking details added	04/07/07	RP
N	Document retyped in new format	26/06/07	RP