

To make Jesus known and grow together in Him

Property User's Guide Terms and Conditions

**Parish Office, 85 Barnston Road, Barnston, Wirral CH61 1BW
0151 648 2404**

Introduction

Barnston Church Centre and St Michael's Church Centre are owned by the Parish of Christ Church, Barnston with St Michael's and All Angels, Pensby, and the legal responsibility for their use and care rests with the Parochial Church Council (PCC).

This booklet has been produced to help us make the best use of the facilities and help us to care for them and other users.

We hope that you will enjoy using the premises and we ask you to leave them as you would wish to find them. Thank you.

Bookings Managers

Barnston Church Centre: Cecelia Oliver (0151) 648 2404

St Michael's Church Centre: Cecelia Oliver (0151) 648 2404

St Michael's Church Centre

St Michael's Church Centre is situated next to St Michael and All Angels church which is on the corner of Pensby Road and Gills Lane in Pensby. It is connected to the church, which makes it convenient for activities involving both buildings. Rooms are available for hire subject to conditions laid down by the Council.

The Centre is a modern building (completed in 2008) with three furnished rooms all at ground level. The large room can hold up to 200 people. The foyer can hold up to 40 and a smaller room can hold up to 20 people. A large fitted kitchen is available for hire for meals or parties. Simple tea and coffee making facilities are available for all groups at no extra charge. There is full disabled access to all parts of the Centre. Lighting, heating and services are of the highest standard.

Barnston Church Centre

The Barnston Church Centre is situated within the grounds of Christ Church, Barnston in the village of Barnston at the junction of Barnston Road and Storeton Lane. Rooms are available for hire subject to conditions laid down by the Council.

The Centre is a period building which has been modernised inside. There is one ground floor hall, which can hold up to 100 people and a smaller upstairs hall, which can hold up to 40 people. A fitted kitchen is available for hire for meals or parties. Simple tea and coffee making facilities are available at no extra charge. There is full disabled access to the ground floor of the Centre.

Rooms are available for hire (see Conditions of Hire) at both centres morning, afternoon and evening from Monday to Saturday. Booking forms and copies of this booklet may be obtained from the booking managers or downloaded from the parish website www.barnston.info

CONDITIONS OF HIRE

1. Charges

The charges for hiring any room at either Church Centre are determined by the PCC (from now on referred to as "the Managers"). Detailed charges can be found on the booking form, available from either bookings manager or on the website.

Additional charges for necessary cleaning or repair may be made if the need for cleaning (other than that done routinely) or repair arises from the hiring. The Hirer agrees to pay in advance any charge for the hiring of the premises. The Managers may at their discretion, require a refundable deposit to be paid in advance, which may be retained should any damage be caused to the premises during the hire period.

2. Cancellation

If the Hirer wishes to cancel or change the booking, notification must reach the Managers at least 48 hours before the start of the booking. A charge may be made to cover any inconvenience caused to the Managers if no notification is received by this time.

3. Licences and Permissions

The Hirer shall be responsible for obtaining any necessary licences or permissions for the proposed use of the premises. In particular, an Events Licence may be required for public performances involving music, singing and dancing and for theatrical performances. If copyright material is performed or used, the licence of the owner of the copyright must be obtained.

The Hirer shall indemnify the Managers against any claim, costs, expenses, loss or other liability arising from any failure to obtain a licence or any infringement of copyright which may occur in connection with the hiring.

The terms laid down by the Managers regarding the consumption of alcoholic drinks shall be followed. The Managers may decide for any given booking that no consumption of alcohol shall be permitted. No alcohol may be sold on the premises.

Copies of any licence obtained must be provided to the Managers.

4. Use of Kitchen Facilities

For an additional fee, the kitchen facilities can be used to cook or prepare food with the following provisos:

None of the heavy kitchen equipment may be used unless an appropriately trained person acceptable to the Managers is present. A charge will be made to cover any expense incurred by the Managers for wages etc.

Care must be taken to ensure that all appliances and services are switched off or turned off after use and that the kitchen is left in a clean condition, including the floor. A charge will be made for any expense incurred by the Managers for cleaning of any equipment or premises after use. No electrical appliances may be brought in to the kitchen by the Hirer.

Any Hirer wishing to employ Private Caterers must ensure that all the necessary insurances exist and that all legislation governing food hygiene is complied with.

Unaccompanied children are not allowed in the kitchen.

5. Damage to Parish Centre Property.

The Hirer shall be liable to the Managers for the proper use of the premises, its property and for the conduct of people using the premises in connection with the hiring. The Hirer shall agree to reimburse the Managers for any expenses incurred due to loss or damage to the premises, equipment, furniture, grounds etc. however this may be caused by the Hirer or any person whom the Hirer has invited onto the premises. The Hirer is advised to arrange adequate Public Liability insurance for the hiring (to cover any liability under this paragraph or under paragraphs 6 and 7 of this guide). The Managers reserve the right to insist on such insurance cover. A copy of any such insurance cover must be provided to the Managers.

6. Loss or Damage to Private Property

The Hirer (to the exclusion of the Managers) shall be liable for any loss or damage to neighbouring property and to the property of persons on the premises in connection with the hiring and for any personal injuries sustained by anyone (other than injuries sustained as a consequence of the Managers' negligence). The Hirer shall indemnify the Managers against all losses, claims, costs and expenses or other liability arising from such loss, damage or injury. The Hirer is also responsible for the insurance of any property left on the premises.

7. Security of the Building

The Hirer is responsible for the security of the building during the period of hire. The Hirer will agree with the Managers prior to the use of the premises the way in which the premises will be secured following their use.

The Hirer will ensure that all lights are switched off after use.

8. General

The booking fee does not include the use of any equipment belonging to the church or church centre, except that outlined under paragraph 4 and the use of kitchen facilities. For instance, any electrical equipment such as a sound system, amplifiers and speakers must be brought to the premises and then removed before the end of the booking and cannot be provided by the church or church centre.

The Hirer shall not enter into any agreement to sublet the premises or any part thereof. The benefit of the hiring is personal to the Hirer and is not assignable.

The use of large/specialist property belonging to the Hirer, borrowed or rented by the Hirer, or anyone who will be on the premises during the period of hire must be agreed with the managers at the time of booking.

No storage of property belonging to the Hirer or borrowed or rented by the Hirer or any persons who have been on the premises during the period of the hire is permitted on the premises unless by prior agreement with the managers.

No rooms or kitchen facilities may be used except those specified in the hiring.

No smoking or vaping is allowed in any part of the building.

No litter is to be left on the premises.

No use of any inflatable is allowed e.g. Bouncy Castles

No use of smoke machines or dry ice is permitted as this causes the Fire Alarm to activate.

9. Delegation of Duties

The Managers may for any hiring delegate their duties as set out in these hiring conditions to any person or people as they consider appropriate.

10. Limitation of Use

The Managers reserve the right to refuse any application for hire if the proposed use is considered unsuitable or contrary to the ethos of the church.

11. Child Protection

If the booking involves children using the building the Hirer must comply with the Children's Act and the Church's Child Protection Policy: A copy may be obtained from the Parish Office.

Disability Access Statement

The Managers welcome visitors of all abilities. They are committed to making the Centres accessible. The Centres will be working to the standards set out in BS 8300 and the building regulations part M, which sets minimum legal standard for access and use of buildings by all building users. The Centres will also work to the legislative framework of the Disability Discrimination Act 1995 in providing facilities and assistance for all who have special needs.

All main access and exit doors are suitable for wheelchair users as are all internal doors. There are toilets equipped for users with any disability. They have an emergency alarm fitted with a high-powered sounder. The equipment has suitable colour contrasts.

Signage is in text and Braille where appropriate. Copies of all user documents are available in large print if required.

A hearing loop system is in place in the large meeting room at St Michael's Centre. Users of the room should mention the loop, and people using hearing aids should switch to the T setting if fitted.

The Managers will ensure that all groups using the Centres are aware of their obligation to provide proper assistance to any member of their party who needs it, especially in the event of emergency evacuation. The emergency exit plan is explained in this Guide, and the emergency evacuation plan for disabled people will be explained by the management. To establish who is responsible in the case of an evacuation an appropriate question is asked on the booking form. The bookings manager will explain the obligations to the Hirer.

The Managers welcome any suggestions for improving conditions for those with special needs.

Health and Safety

The Hirer shall be responsible for taking all necessary precautions for the safety of the premises and people inside, including the speedy and orderly evacuation of all hired premises in the event of a fire or other hazard threatening the building. Hirers are reminded that they are responsible for any accident or injury arising from the activity for which they have booked the premises. The Hirer should

be aware of the location of the clearly marked emergency exits. It is the responsibility of the Hirer to ensure that the premises are safe for the purposes for which they intend to use them.

The Hirer must ensure that at least one-person present has a mobile phone as there may be no access to the office telephone.

Regular Hirers must nominate a responsible person to liaise with the Management Committee on Health and Safety and Fire related matters.

Exits and entrances must always be kept clear.

Details of any accident on the premises must be entered in the Accident Books which are in the kitchens.

The Hirer must be aware of the church's Health and Safety Policy; a copy of which may be obtained from the Parish Office.

Emergency Plan

If you discover a fire, you should:

1. Raise the alarm and evacuate the premises.
2. Dial 999 and ask for Fire & Rescue Service.

Your location is:

**Barnston Parish Centre
85 Barnston Road
Barnston
Wirral
CH61 1BW**

**St Michael's Parish Centre
1 Gills Lane
Pensby
Wirral
CH61 1AF**

3. Do not hang up until the Fire Control Officer has repeated the address and confirmed all details.
4. Ensure that all doors surrounding the fire are closed if possible.
5. Do not attempt to extinguish large fires as this may endanger life. Do not take risks.
6. Once outside check, if possible, that everyone in your group is present.
7. Do not return to collect any items.
8. Under no circumstances must the premises be re-entered until you have the permission of the Officer in Charge of the Fire and Rescue Service.