

# Crosthwaite Church Office - Main Street, Keswick CA12 5NN

## Parish and Sunday School Rooms – Booking Procedure and Terms and Conditions of Hire

### Booking Procedure

- Bookings should be made through the Crosthwaite Church Office by email at [admin@crosthwaitechurckeswick.co.uk](mailto:admin@crosthwaitechurckeswick.co.uk) and enquiries may also be made through the Crosthwaite Church Office (Tel: 017687 71187) to supply details of room availability and current hire charges. More information describing the various rooms is available at <https://www.crosthwaitechurckeswick.co.uk/room-hire>
- At the time of booking, the Hirer must provide a description of the type of event, whether use of the kitchen or catering equipment is required (Parish Room), and the expected maximum attendance. The Hirer should also indicate the number of chairs required to be available for use.
- When a provisional booking has been agreed, a booking/invoice form will be provided by the Crosthwaite Church Office via email. The Hirer should acknowledge receipt by email to confirm the booking and acceptance of the associated Terms and Conditions. If necessary, a booking form may be sent by post. A booking form sent by post should be signed and returned to the Church Office to confirm the booking and acceptance of the associated Terms and Conditions.
- If requested, the Hirer must pay a minimum deposit at the time of booking (Parish Room £17.00 and Sunday School Room £10.00) and full payment must be received at least one week prior to the date of use unless otherwise stated on the specific booking/invoice form.
- The Hirer or the PCC may cancel a confirmed booking not less than four weeks before the date of use; in this case all fees paid will be refunded. For cancellations made by the Hirer less than four weeks before the booking, hire fees already paid will be refunded less the minimum deposit. No refunds will be made for cancellations made within 48 hours of the date of use.
- When the booking is confirmed, the Church Office will provide instructions to the Hirer on how to gain access to the premises for the duration of the hire.
- These Terms and Conditions are written specifically for the hire of the Parish Room and the Sunday School Room, but apply in principle to the hire of the Crosthwaite Church Building or the Underskiddaw Church Room (subject to agreement by the Vicar).

### Obligations of the Hirer

- It is the duty of the Hirer to read, understand and comply with these terms and conditions.
- The Hirer is the Responsible Person for the period of the hire. Organizations/clubs shall be responsible for making arrangements to insure against any third party claims which may arise when using the hall. Private party organizers are advised to check their household insurance to ensure that third party liability extends to cover their event. It is the responsibility of the Hirer, as the Responsible Person, to ensure that the premises are safe for the intended use and to undertake suitable and sufficient risk assessments accordingly.
- Hirers must familiarize themselves with the location and operation of emergency exits and fire extinguishers and identify these to attendees as appropriate for the event. These items are also identified in a diagram displayed on the Emergency, Health and Safety information Board in each of the premises, together with the Emergency Plan. No exits are to be blocked or fire extinguishers removed or tampered with. At the Parish Room, the second entrance door to the

hall and the rear kitchen door are each fitted with a door lock which is easy and intuitive to use. The Fire Risk Assessment for the Parish Room does not require these doors to be unlocked to facilitate emergency evacuation when the building is in use, but Hirers may choose to unlock these emergency exit doors at the beginning of the hire if they wish.

- The Fire Risk Assessments limit the number of people using the Parish Room to a maximum of 100 and 30 for the Sunday School Room. This limit reduces to 60 for the Parish Room when up to 10 tables available in the kitchen lobby are set out to provide seating capacity for 60.
- Hirers are reminded that they are responsible for any accident or injury arising out of the activity for which the premises are booked. Accidents should be logged in the Accident Book located with the First Aid box and the Church Office notified after the hire.
- The Hirer is responsible for the proper supervision and conduct of guests particularly when the function involves children, who must be supervised at all times.
- No smoking is permitted in any part of the building or grounds.
- Under no circumstances may alcohol be sold on the premises.
- No animals are permitted in the kitchen; only assistance dogs are permitted in the buildings.
- The Hirer must not enter the premises more than 15 minutes before the start time of the hire as shown on the booking/invoice form and should leave no later than 15 minutes from the end time of the hire as shown on the booking/invoice form.
- The premises should be left in the condition in which they are found. A “locking up” checklist is displayed on the Building Information Noticeboard in each of the premises. In the Parish Room all rubbish should be segregated, bagged and preferably taken away, or otherwise deposited in the appropriate wheelie bins on the tarmac corridor between the Parish Room and the Rawnsley car park. On occasions it may be necessary for the Hirer to provide additional bin bags if significant refuse is anticipated (after a party, for example). If needed, a broom and dustpan and brush can be found in the lobby between the hall and kitchen. Please ensure all lights are turned off together with all kitchen/electrical appliances (if used). Windows must be closed. Room furniture returned as found. All external doors to be locked.
- Please do not change the settings for the building heating such as programmers, thermostats or valves. If radiator valves are adjusted then prior settings must be restored before departure.
- If there are problems with the building, equipment, heating or lighting then please write an entry in the building log next to the Emergency and Health and Safety Noticeboard so that these problems can be addressed by the Building Manager. In the event of an Emergency then contact the Emergency Services. There are instructions on the noticeboard for action to be taken in the event of an urgent building problem such as a water leak or failure of the electricity supply.
- Damage caused to any part of the premises or to equipment or appliances within it should be reported to the Parish Office at the first opportunity. At the discretion of the PCC a charge may be made for damages and breakages.

### **Obligations of Crosthwaite Church (the Parochial Church Council [PCC]) to the Hirer**

- The PCC will make reasonable endeavours to ensure that all equipment and appliances are serviceable and available for use by the Hirer during the hire. In the event of a major building or equipment problem, Hirers will be contacted to discuss the potential impact to their hire with the option of a full refund even if within the 4 week notice period.
- The PCC will make reasonable endeavours to respond quickly to booking requests, and changes or cancellations to existing bookings, but the Church Office is operated by volunteers at limited and variable hours each week.

- The PCC will maintain a minimum of 30 minutes between adjacent bookings in the same building. This allows the outgoing Hirer 15 minutes to set down, tidy up and depart. In turn, this allows the incoming Hirer to enter the premises 15 minutes before the start of the meeting for set up and arrival. Hirer adherence to book periods of hire may be monitored by the PCC to reduce the likelihood of one booking interfering with another due to over-run or under-run.
- When the weather is cold (typically within the period October to April) the gas fired central heating system will be set to run via the 7 day programmable timer. The timer is programmed once a week based on room bookings for the week ahead.
- The PCC has a current Performing Rights Society (PRS) licence and PPL licence to enable the Hirer to perform live music, or to play recorded music in the Sunday School or Parish Rooms.
- The PCC reserves the right to decline any booking application.
- The PCC cannot be held responsible for any loss, damage or injury incurred to any property or persons during the period of hire.
- There are “pay and display” car parks to the front and rear of the Parish Room which are not operated by the PCC. The PCC has no liability for parking charges or penalty fees imposed when using the Parish Room. There is limited Church parking near the Sunday School Room. Gaining permission to use the school car park is the responsibility of the Hirer.