

# Holy Trinity Parish Church, Wavertree

## CONDITIONS FOR HIRE & USE OF THE CHURCH HALL

The Church Hall is used by many organisations attached to the church and also for occasional use by non church groups. We want all groups to get the best possible use from the Hall and to do so in conditions which meet good standards of health and safety. We ask you to abide by the following conditions and you will be asked to sign to say that you have read and accepted them. Please take particular notice if you plan to hold a children's event.

### General

Those using the Hall should allow time to set up and tidy up within their booked time. If items are to be delivered at a different time, notice must be given and a time agreed - You may be charged for this.

**You can have a maximum of 140 people in the Hall under our Public Entertainment License**

**The Church Hall is designated a No Smoking area.**

**The Hall is not insured for Bouncy Castles and they may not be used.**

**Under no circumstances are children to be allowed into the back-entry or to run around outside the front of the Hall on Church Road.**

**You MUST take ALL of your rubbish home with you as we do not have the facilities to deal with it.**

***Holy Trinity Wavertree has a Child Protection Policy and all users of the hall are to comply with this policy when children are in any part of the Church Hall, Church or Church grounds.***

This extract from the Policy, has been adapted for people hiring the Hall, and will help when planning your event:

### **CREATING A SAFE ENVIRONMENT**

#### **1. SUPERVISION**

Adults should not be on their own with groups of young people; a minimum of two adults should always work together, and no adult should ever be on his or her own with a child. Where the group is mixed then it is recommended that both a male and female volunteer is present. This parish is happy for couples to work together, provided there is another adult present.

Minimum ratios are as follows:

<u>For ages</u>	<u>The ration of adult to child is:</u>
0-2 years	1 adult to 3 children
3-4 years	1 adult to 4 children
5-8 years	1 adult to 8 children
9+ years	1 adult to 10 children

These are the minimum requirements. Particular activities, vigorous sports, journeys or work with young people with special needs may require a higher ratio.

***The key issues are adequate control, supervision and the ability to cope with an emergency in the event of injury or illness of a leader or group members.***

Supervision is more than observing. It is engaging with young people, encouraging them in appropriate behaviour and restricting behaviour which can cause offence. If you are in doubt about supervision consult the Hall Administrator or Holy Trinity Clergy

<b>Contact numbers</b>	Hall Administrator	Mrs Helen Forster	07977 067902
	Rector:	Canon Janet Eastwood	733 2172
	Wardens	Mr Alan Smithies	722 5522
		Dr A Pryce	722 6680

## **Cleaning**

**Please leave the premises clean & tidy,**

**Before you leave:**

- \* **Wipe any tables you have used, fold them and stack them back in the trolleys**
- \* **Clean up spills on the floor, remove any marks (such as those made with chalk) and sweep up.**
- \* **Stack chairs around the walls (no more than a maximum of 5 at a time)**
- \* **Wipe kitchen units**
- \* **Flush toilets**
- \* **Take rubbish away with you**

## **Failure to comply**

**These conditions are there to help make Holy Trinity Church Hall a pleasant place for the many people who use it, and we do ask you to take care of it and to follow these directions. If you do not, it may incur extra charges, and regular users who consistently fail to help us keep the Hall in a good condition will not be able to make further bookings.**

**We reserve the right to terminate the booking should these guidelines not be followed.**

Please exercise care when using the Hall. We ask you to take care of the paintwork, the Furniture, the stage curtains and any equipment which you may use. Carelessness leads to damage which in turn causes increased expenditure that will inevitably fall to all hall users to pay. French chalk may be used on the Hall floor, but please wash it off before you go. Masking tape should be used to attach decorations to any painted surfaces.

## **Disabled Access**

The back entrance (in the alley between the Hall and Brereton Road) has one shallow step and can be used for wheelchair access.

## **The Kitchen**

Please use all kitchen equipment is used carefully, cleaned and put away in the correct cupboards as found. Make sure that spilt liquid is mopped up immediately, especially on the tiled area.

If anything becomes chipped or cracked then leave it on the counter with a note so that it may be replaced.

Bring your own tea towels and hand towels etc. and take note of all notices displayed.

Children under the age of 16yrs are not allowed in the kitchen area without a supervising adult being present in the kitchen.

A cleaner comes in 2 – 3 times a week. If you notice areas which need special attention, please let the Hall Manager know.

*NB. The kitchen is not a storage area for items other than to do with kitchens and catering. Paper, toys and other equipment should be stored in their appointed place.*

## **The Stage**

The stage, including the apron in front of the curtains, is out of bounds unless it has been specifically booked.

Furniture is not to be placed upon the stage or removed from the stage.

Children are not allowed on the stage.

## **Alcohol**

The hall is not licensed for the sale of alcohol, but a licence can be obtained. Generally 12 weeks notice is required to obtain the necessary alcohol license and individual hirers must make their own application to The Magistrates with advice from the Churchwardens. Any additional charges incurred in obtaining a licence are your responsibility.

## **Booking**

All bookings are to be paid at least 14 days in advance.

A £50.00 refundable deposit will be added to your booking and will be returned to you during the week following your booking providing the premises are left clean, tidy and without damage. Please make your cheques payable to 'Holy Trinity PCC'.

If cancellation is made within seven days, the deposit will be forfeited.

**PLEASE NOTE** No financial transaction will be entered into on the day of your booking. All costs must be given to the Hall Administrator 14 days prior to your event.