

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.

The Church Hall is designated a No Smoking area.

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

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

Contact numbers	Hall Administrator	Mrs Helen Forster	07513 297 148
	Rector:	The Revd. Robert Clack	733 2172

Please exercise care when using the Hall. We ask you to take care of all 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.

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 Administrator 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.

The Storage Room

Children should not be allowed in this room with out a supervising adult. Toys and equipment must be stored in the cupboards provided and not on top. Tables are kept in the special trolleys provided. Care must be taken when moving equipment and tables that they are safely transported.

The Committee Room

Is a Committee Room, to be used for meetings and not for storage!

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.

Our licensee, John Calcutt can advise you.

Booking

All bookings are to be paid at least seven 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.

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 seven days prior to your event.

Cleaning

Please leave the premises clean & tidy,

Before you leave:

- * Wipe any tables you have used, fold them and stack them away
 - * Clean up spills on the floor, remove any marks (such as those made with chalk) and sweep up.
 - * Stack chairs around the walls
 - * Wipe kitchen units
 - * Flush toilets
 - * Take rubbish away with you
- * If you are a key holder, switch off all lights (check the toilets, and the outside porches on Church Road) and lock all doors as you leave.

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.