

Ninebanks Church and Community Hall - Regulations and Conditions of Hire

9 Cost per session

£10 per hour or £30 per session (morning/afternoon/evening) (£40 if using the Drinks Licence). Please inform the Booking Secretary if there are any changes to these details, as refunds may not be given without 48 hours notice.

Please make cheques out to – PCC of Whitfield with Ninebanks. Please send to: Hall Booking Secretary: Mrs Marina Wallace, Farney Shield, Ninebanks, Allendale . Tel 07733 068163. Or pay by Bank Transfer to: PCC of Whitfield with Ninebanks. Lloyds Bank. Sort Code 30-94-19 Account No 00432401

The hall will be opened for you and the heating switched on (if appropriate). You are responsible for switching off the heaters, all lights and electrical appliances, and securing the latch on the door at the end of your booking. Please vacate the hall within fifteen minutes of the end of your booking.

10 Safety

Please be aware of all necessary Health and Safety and Safeguarding issues connected with your activity. The Church Hall and grounds are a 'No Smoking' area.

In the event of a fire, the hall should be evacuated in an orderly manner using the appropriate exits and the Fire Brigade should be called, dialling 999. The assembly point is in the Car Park . The Post Code for the Church is NE47 8DB

There is no telephone in the hall; the nearest public phone box is in Allendale. Please note there is a very poor reception for mobile telephones in the hall. The exact location of the nearest telephone, fire exits, fire extinguishers must be noted before the hall is occupied, and the details made known to your users.

A First Aid Box is kept in the kitchen and there is a defibrillator on the wall outside the hall. If you use any items, please inform the booking secretary. An accident book is also kept here: Please record any accidents that take place.

11 Cleanliness and Tidiness

All areas of the hall should be clean on your arrival; and we ask that you leave everything as tidy as you find it. In particular, please wipe down all table tops and benches in the kitchen after use.

- * Please remove all your rubbish and take it away with you.
- * Please leave any soiled tablecloths and tea towels on a kitchen bench, ready for laundering.
- * Please do not use drawing pins, sellotape or blutack on the walls.

12 Equipment

If you wish to provide any additional furniture/equipment/play items for the duration of your booking, this must be approved by the Management Committee before your booking will be agreed. Please submit the request, with full details on a separate sheet of paper with your booking application. Please note that items **cannot** be stored in the hall outside of the agreed booking dates and times.

13 Faults, Damages and Comments

Please report to the Booking Secretary any faults or damage as soon as possible, so that these can be rectified quickly. All breakages and damages to the hall and its contents must be paid for in full. The PCC welcomes constructive comments or observations you may have about the hire of the hall. We are grateful to all those who contributed to the refurbishment of our Church Hall, and also to those who help to maintain it. Your consideration by following these conditions is much appreciated and will help us to keep the hall in a good condition.

NB The church does not own the land in front of the houses adjacent to the hall. So please park cars with full consideration for our neighbours and park along the roadside where possible.

APPENDIX 1 TO BOOKING FORM FOR THE HIRE OF NINEBANKS CHURCH AND COMMUNITY HALL

Whitfield and Ninebanks Parochial Church Council has a Policy for Safeguarding Children, Young People and Vulnerable Adults. A copy is attached. Your booking agreement is conditional upon you complying with it unless you already have an equivalent policy of your own.

You are required to ensure that children, young people and vulnerable adults are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring; and that you carry full liability insurance for this.

In particular this means that:

- you will comply with the attached good practice guide with children and young people or vulnerable adults unless you already have an equivalent;
- you will provide the church with a copy of your organisation's Safeguarding Policy/ies or if you do not have one adopt the current parish policy;
- you will recruit safely all current paid and voluntary workers who work with children and/or vulnerable adults, by obtaining satisfactory disclosures from the Disclosure and Barring Service where eligible, and keeping records of dates and disclosure numbers indefinitely;
- you will keep a list of the names of all paid and voluntary workers with regular and direct contact with children/vulnerable adults, and update it annually;
- you will always have at least two leaders over the age of 18 years in any group of children and young people, no matter how small the group;
- no person under the age of 18 years will be left in charge of any children or young people of any age;
- no child or group of children or young people should be left unattended at any time;
- a register of children, young people or vulnerable adults attending the activity will be kept securely. This will include details of their name, contact details of parent/guardian/carer etc., date of birth and next of kin;
- you will immediately (within 24 hours) inform the Parish Safeguarding Officer of:
 - (a) the occurrence of any incidents or allegations of abuse or causes of concern relating to members or leaders of your organisation, and contact details for the person in your organisation who is dealing with it
 - (b) any known offenders against children or vulnerable adults seeking to join your membership and manage such allegations or agreements with offenders in co-operation with statutory agencies, and with the church.

The Parish Safeguarding Officer for St Mark's Church, Ninebanks Church is:

Name: Ros Ronaldson

E-mail: rosalynne.ronaldson@gmail.com **Tel. No:** 01434 685743

Declaration

I agree to abide by appropriate safeguarding procedures. I understand that my booking agreement may be terminated in the event of my failing to comply with these procedures.

Signed **Designation**

Organisation **Date**

Please return this signed copy to the Booking Secretary and retain a copy for your records.