

All Saints Church Halls/Ecclesall Parish Halls
 Ringinglow Road
 Sheffield
 S11 7PP

**A facility provided by the Parochial Church
 Council of the Ecclesiastical Parish of Ecclesall
 Sheffield**
Registered Charity: 1128859

Bookings: 0114 2687574
bookings@allsaintsecclesall.org.uk
Caretaker: 07597 665905

Conditions of Hire
 November 2023

Halls Hire Agreement

As we move out of a challenging few years, this document outlines a policy for The Halls future use. This version includes a number of changes to cancellation, music restrictions and storage hire costs.

Guiding Principle

As a not-for-profit charity, we endeavour to keep our overhead costs low. To do this we require all hirers to be co-operative with staff members and each other.

The Halls are seen as a resource for use by our local community as well in relation to the church's core work of extending God's kingdom. We do our best to keep the hire rates at a reasonable level.

We will avoid events or activities which might either be contrary to the purposes and beliefs of the Church of England, or which may cause offence, on grounds of their religion or belief, to a significant number of Christians.

We will also usually avoid the following:

- Noisy evening events (We do not rule these out, and are happy to discuss, but we will restrict them to a Friday, Saturday or Sunday evening and we will impose strict 'music off' times.)
- Sunday morning Bookings that would overlap with regular Church activities.

Children's party Bookings will be accepted on a limited basis – for all day Saturday or Sunday afternoon only and on a first come first served basis. Bookings accepted only through The Caretaker.

Key Administration and Logistics

The timing of hiring a room shall be agreed by The Caretaker and will include set-up time, running the event and clearing up afterwards.

All functions Monday – Sunday must end by 23:00, or earlier if shown on the Booking Confirmation. All music must cease by 22:30. The Halls must be vacated by 23:30.

Each event will have a clearly identified sponsor and/or host responsible for:

- access and lock-up,
- health, safety and security - planning and during the event.
- self-sufficiency in terms of use of facilities (a/v, sound, kitchen equipment etc.) If necessary induction/training sessions should be arranged in advance.

Where The Hirer (definition below) is not keyholder we will either offer to sign out a set of keys or, depending on the timing and nature of the event, a member of staff will be allocated to the event. Booking costs will take this into account.

Definitions

“The Halls” The Parish Halls as owned by the Parish Church of All Saints, Ecclesall, Sheffield acting through its Parochial Church Council (“the PCC”).

“The Hirer” shall, unless the context otherwise dictates, mean both The Hirer of the Premises and any responsible person authorised by The Hirer to act on their behalf who must be conversant with these hiring conditions.

“The Caretaker” The PCC’s authorised agent in all matters related to Bookings.

“Regular Hirers” People who book The Halls on a regularly recurring (e.g. weekly, monthly, annually) or frequent enough basis to be added to our HallMaster database.

“One-off” a singular event for example a birthday party or wake.

“Finance Team” employees of the PCC who are responsible for all financial transactions related to The Halls.

“Booking” an agreement between The Hirer and the PCC to pay for the use of a space for an event or recurring activity.

“Cancellation Date” The working day on which The Caretaker receives written notice of cancellation. The Caretaker works office hours but email cancellations sent outside of office hours will be accepted, based on the date and time of sending.

Responsibilities of The Hirer

The Hirer, and any responsible person authorised to act on their behalf, must be (or will be on the day of hire) at least 18 years old.

The Hirer is responsible for ensuring that the number of persons admitted to the Church Halls does not exceed the maximum occupancy of the room(s) hired.

The Hirer is responsible for preserving order at all times.

The Hirer is responsible for ensuring that all users of the Church Halls show consideration to the residents who live in properties nearby. When using and leaving the Halls the level of noise should be kept to a minimum.

The Hirer shall not sub-let The Halls or any part thereof.

The Hirer must not remove or dismantle any part of the fixtures, furnishings or fittings of the Church Halls. In no circumstances shall any bolts, nuts, screws, pins, glues, adhesives or like objects be used in any part of The Halls building. Moveable notice boards may be used, but shall not obstructive corridors or emergency exits.

Facilities

The Halls contain kitchen, toilets and other facilities.

- Capacity 50 people – 4 rooms: Room 1, Room 2, Room 4 and the Scout Room.
- Capacity 120 to 180 (max) people – Main Hall.

Hirers must agree the use of the kitchen in advance with The Caretaker. Sheffield City Council enforces strict environmental health regulations. Hirers must observe the instructions covering hygiene and use of the equipment displayed in the kitchens. Hirers must ensure that any outside caterer they employ is properly registered with the appropriate authority.

Cupboard Rental

If The Hirer is allocated and rents a storage cupboard the annual cost will be added to the January invoice. Costs for any additional storage will be agreed on an individual case by case basis.

Stair Lift

A stair lift is available for use by people with disabilities to reach the main hall. The Hirer should request instruction for its use from The Caretaker prior to Booking. In no case should it be operated by persons under 16 years of age. In the event of a fire the stair lift should NOT be used. Please ask The Caretaker about alternative entrances and exits if required.

Bookings

The Halls uses an online Booking system called Hallmaster for regular Bookings, this system was introduced in 2021 and is the sole method of managing regular Bookings. This streamlines the Bookings process and empowers Regular Hirers with control over their own Bookings.

The Caretaker retains ultimate control over The Halls Bookings process and (while reporting to the Operations Manager) acts as the PCC's authorised agent in all matters related to Bookings.

Regular Bookings

All Regular Hirers are required to book their coming year dates in November of the current year using the Hallmaster system (preferable) or by sending the dates via email to The Caretaker.

- It is The Hirer's responsibility to complete their annual activity before the end of the current year to ensure Bookings for the coming year.
- It is The Hirer's responsibility to check the dates are correct and confirm any inconsistencies with The Caretaker.

Any delay in the completion of Booking dates could result in Bookings being lost or incorrect. Any mistakes found after an invoice is issued may still be charged.

Any changes to your Booking by Ecclesall PCC will be notified as soon as possible by The Caretaker and alternative rooms will be offered if available. If no suitable alternatives are available a full refund of any invoices paid will be offered.

One-off Events

One-off events include all parties, productions and local authority Bookings.

One-off events must be booked directly with The Caretaker only.

All Hirers of One-off events a digital copy of the Halls Hire Agreement and are asked to sign and return a copy while retaining a copy for their records.

Before any event is confirmed, The Caretaker must receive a signed copy of the Halls Hire Agreement and **full payment for the event.**

If you later cancel your event, the cancellation terms listed below will apply.

Any changes to room hire other than cancellations will be subject to availability and may incur a charge.

Cancellations or other changes must be made in writing by email to Bookings@allsaintsecclesall.org.uk

Hirers – Setting Up and Packing Up

Hirers must ensure they book enough time for any set up and packing up at the start and end of their session, this time is to be INCLUDED in their Booking. Hirers will be charged for this time and any group found to be using The Halls outside of their booked time will be automatically charged.

Hirers must vacate their booked room at the end of their Booking period. Any Hirer who finds their room occupied at the time of their Booking are permitted to ask the previous Hirer to vacate the room and are requested to inform The Caretaker.

The Hirer is responsible for leaving the areas of the Church halls used in a clean and orderly state at the conclusion of the period of hire.

In the Kitchen:

- Wash, dry and put away the cutlery, crockery, pans and other equipment.
- Turn off the water taps after using basins and sinks.
- Rubbish should be placed in bin bags and put in the large commercial bins at the back of The Halls.
- All kitchen surfaces should be wiped down, and the floor cleaned if necessary.
- Empty glass bottles and tins can be placed in our brown bins, located by the rear office door at the back of The Halls.
- Remove all your own items from the fridge. Without further notice, items left in the fridge will be disposed of.

Put away and:

- Restack the tables in the room
- Restack the chairs
- Floors should be left clear

At the end:

- Take away all your own belongings.
- Place excessive rubbish in the outside bins (located behind the main hall)
- Switch off all the lights, toilets included (the toilets located by the reception are automatic).
- Ensure all toilets are flushed and any used nappies are either taken away with you or put in the nappy bin (located in the disabled toilet).
- Check that all windows and external doors are locked securely.
- Leave the premises no later than 23:30 unless you have specific permission to remain until later.
- Music must be turned off by 22:30.
- If you are the only hirer of the Church Halls, you must lock the main front door before leaving.

Should the building be left in an unsatisfactory state, The Caretaker reserves the right to charge The Hirer for cleaning and any other work required to restore the booked room. Any damage, loss or breakage occurring during the function, howsoever caused, should be reported to The Caretaker.

The Hirer shall be responsible for making good any such damage, loss or breakage to the satisfaction of the PCC.

Payments

Regular Hirers

- Invoices will be issued to The Hirer by the Finance Team at the start of each month following the previous month's Bookings. Invoices will be invoiced to your nominated contact person unless agreed otherwise with you. It is The Hirer's responsibility to ensure that you provide the Finance Team with up to date details. Any changes should preferably be emailed to finance@allsaintsecclesall.org.uk
- Payment of an invoice is required within 28 days of the invoice date.
- Failure to pay an invoice within two months of the invoice date may result in the termination of future Bookings. We will send overdue emails chasing unpaid invoices.

One-off Events

- Full payment for the event must be made in advance. Until payment has been made, and paperwork received, the event will not be confirmed and could be subject to cancellation if another party wants the date.

Methods of Payment

- Bank transfer to our Bank Account (with Virgin Money) in the name of Ecclesall Church Parish Hall
 - Account number: 20150636
 - Sort Code: 05-08-53
 - Please quote name of hirer and invoice number as the reference
- Cheque payable to "Ecclesall Church Parish Hall" or "EPHC".
 - Include your remittance advice (attached to the invoice) with your payment.
 - Cheques can be posted to the finance office at the above address or given in person to the office team during working hours (Monday – Friday 09:30 – 13:30).

Cancellations

Regular Hirers

If The Hirer wishes to cancel a Booking such cancellations must be advised to The Caretaker in writing, via email. Cancellation shall be effective, final and binding on the working day on which The Caretaker receives written notice of cancellation (the 'Cancellation Date'). The Caretaker works office hours but email cancellations sent outside of office hours will be accepted, based on the date and time of sending. Any postponement of any Event shall be considered as a cancellation unless a future date is agreed.

- We require seven (7) days' notice of the cancellation of your Booking. Any cancellations made after this time **will** be charged for in full.
 - Termination of all activity notice periods are covered below.

- Any room Bookings not cancelled will be charged for, even if the room was not used. We cannot waive any fees for cancellations that were not communicated with The Caretaker for example if the Booking was not used due to half term but not cancelled in writing via email.
- It is the responsibility of The Hirer to ensure all Bookings on the Hallmaster system are accurate and up to date.
- We will not waive charges for cancellations as a direct result of COVID. Cancellations related to COVID, made within the seven (7) day notice period will now be subject to the standard cancellation terms.

One-off Bookings

If The Hirer cancels a Booking, provided the Hirer has paid in full in accordance with this agreement the refund policy set out in the table below will apply. The refund is a percentage of the charges payable according to the number of clear days (that is not counting the Cancellation Date and the day of the Event) between the Cancellation Date and the date of the Event (the 'Cancellation Notice'), as set out below.

Cancellation Notice	Refund Made
More than 28 days	Full Refund
15 to 21 days	50% of total hire charges
8 to 14 days	75% of total hire charges
7 days or less	No Refund

We will not make refunds as a direct result of The Hirer cancelling due to COVID. Cancellations related to COVID, made within the seven (7) day notice period will now be subject to the standard cancellation terms.

Severe Weather Policy

The PCC acknowledges The Halls is located in an area of Sheffield that can become inaccessible in cases of severe weather.

Should any Hirer (One-off or regular) be unable to attend their Booking as a result of severe disruption such that public transport in Ecclesall is suspended or the advice of the Met Office is not to travel we will waive our usual cancellation charges (One-off or regular).

Cancellation by the PCC

The PCC may cancel the Booking at any point:

- If the Booking might prejudice the reputation of the Church and the PCC;
- If the PCC becomes aware of any deterioration in The Hirer's financial situation such that the PCC reasonably considers The Hirer may not be able to fulfil its material obligations under the Contract;
- If the premises are, for any reason, unfit for use.
- There is a risk of damage to the premises or property, or of danger to the public.
- The organisation, the advertising or the proposed or actual conduct of any Hirer is open to objection for any reason whatsoever.

If the cancellation by the PCC is due to The Halls being unfit or dangerous for use by The Hirer the cost of hire will be refunded to The Hirer if payment for the booking has already been made.

For Regular Hirers no charge will be made for the booking.

Notice Period for Regular Bookings

One month's written notice will be required if a regular hirer wishes to cease hiring the premises.

Immediate termination of the contract will come into force following serious non-accidental damage to, or theft from, the premises or its environs.

One month's written notice, as a minimum, will be given to Regular Hirers if their use of the premises is to be terminated. The PCC would seek to provide the maximum possible notice should there need to be a planned closure of The Halls for any major maintenance work or similar.

Advertising

Hirers will obtain approval from The Caretaker to any proposed sponsors of an event and to the use of any advertising or promotional material in programmes or elsewhere.

- Hirers will ensure that such does not have an adverse impact on the Christian ethos of the Church (in the unrestricted opinion the PCC).
- Hirers shall provide the following before the production and distribution of such material;
 - A copy of all proposed advertising promotional material and tickets.
 - Details of all proposed forms of advertising and promotion such as websites.

Conduct of Hirers

The PCC reserve the right to refuse any request to hire The Halls.

The PCC reserves the right to cancel any Bookings at any time. It also reserves the right to stop any event in progress if, in its opinion, the rooms are not being used in an orderly and agreed fashion. The Halls shall not be let for purposes likely to cause substantial nuisance or offence (for example, loud music) to occupants of nearby properties nor for religious meetings other than those organised or approved of by the PCC.

- The Halls are not licensed for the sale of alcohol; therefore, alcohol cannot be sold in the Halls unless an appropriate License is obtained from Local Authority in accordance with current legislation. Should an occasional bar be required it is the responsibility of The Hirer to obtain a License. The Hirer is responsible for compliance with the terms of the License, including informing The Caretaker that a License has been obtained.
- The Halls does not hold a Market License. It is the responsibility of the Organiser to get a license from Sheffield City Council.
- The Hirer shall only use the room(s) shown on their Booking. The use of other rooms may incur additional charges.
- Unless prior arrangements have been made with the Caretaker, the hire of The Halls does not entitle The Hirer to use or enter the premises at any time other than the specified hours for which The Halls is hired.
- Under no circumstances is gambling allowed on the premises of All Saints Ecclesall Parish Halls.

The Halls does not allow animals inside any part of the building unless they are trained Guide or Support Dogs.

The PCC are not responsible for any personal belongings left unattended on the premises. The Hirer is responsible for ensuring that individuals using The Halls do not leave personal belongings unattended.

Health & Safety Requirements

The Hirer is responsible for ensuring that the “no smoking” requirement in The Halls is complied with.

No additional lights or extensions for electric light fittings shall be used in The Halls unless the prior written permission has been granted.

Cylinders containing compressed, liquefied or flammable gasses shall not be used or kept on the premises (unless otherwise agreed).

Explosives, highly inflammable substances or real flame shall not be brought, used or kept on the premises.

The Hirer is responsible for ensuring that The Halls are a safe environment. Where there is more than one hirer using the building at the same time, both hirers may need to liaise as necessary. Examples to maintain a safe environment include:

- Acquainting yourself with the fire escape routes and fire call points.
- Not wedging fire-doors open.
- Not blocking the fire doors or the route to a fire door with buggies, furniture or display boards.
- Not tampering with the fire-safety equipment.

In the event of a need to evacuate the building:

- Sound the alarm by breaking the Perspex in a call point.
- Telephone 999 for the Fire Brigade.
- Leave the Centre immediately; do NOT put yourself at risk by attempting to fight the fire
- The Hirer is responsible for ensuring that everyone in their party leaves the building in the event of a fire and assembles per the fire action notice in each room.

Fire exits must be kept clear at all times both inside and outside The Halls.

Hirers must read the fire location information in the rooms they have booked for the location of emergency exits on their first Booking.

In the event of a fire being discovered please follow the procedure listed above.

Reporting Accidents

In the event of an accident occurring on the premises to any person(s), full details must be reported to The Caretaker by email as soon as possible, and no later than 24 hours after the accident, so that the necessary entry can be made in the accident report book.

First Aid

Hirers are responsible for ensuring they have appropriate first aid trained individuals for the duration of their Booking and for the administration of necessary first aid.

There is a first aid box located:

- Main Entrance area with the Accident book

- Lower Foyer near scout room
- Room 4 downstairs.

Users may also want to consider having their own first aid kit for their individual groups, taking into account likely need etc.

Safeguarding

The Hirer is aware of and accepts their responsibility during the period of hire for protecting and safeguarding any children, young people or vulnerable adults in their group from abuse or neglect and will not use the premises for anything which conflicts with the PCC's Safeguarding Policy.

A full copy of the PCC's Safeguarding Policy can be found on All Saint Ecclesall website.

The policy states that it is the responsibility of each of us to protect children, young people and vulnerable adults from any physical, sexual or emotional abuse.

It is the duty of The Hirer to report any concerns to their own safeguarding officer or that of the PCC; Kate Gerrish on 01142 687574 or kate.gerrish@allsaintsecclesall.org.uk

Vehicles & Parking

There are two free car parks on either side of the church halls.

Beware of children at play, when driving in or out of the car parks.

Parking is not permitted in front of entrance doors.

The Halls are not responsible for any theft or damage to vehicles whilst in The Halls.

Parking is not permitted overnight in The Halls grounds without permission. Vehicles may only be on The Halls grounds while the driver is attending an event in The Halls.

Any vehicles left outside of these times may be removed by the PCC. The cost of removal and collection will need to be borne by the vehicle's owner.

Heating

Halls staff do their best to cater for all users when setting the heating timers. However, particularly in the winter and when some groups require entirely different levels of heating, having the heating at exactly the right temperature can be difficult to achieve.

The heating is controlled by timers and has been set to come on according to your Booking times.

For the benefit of users who use the room(s) after you, if you have adjusted the heating in any way please return the settings to their original state prior to leaving the premises.

Security & Key Collection

You must collect keys for the Church Halls the week before your Booking. The Office is open 09:30am – 13:00 Monday to Thursday.

The key(s) should be returned within 7 days otherwise the cost to replace the key will be invoiced to The Hirer. A post box is on the wall to the right of the front door of The Halls – you can leave your key here.

A regular Hirer at the end of the booking term should return the keys to us. The key(s) should be returned within 7 days otherwise the cost to replace the key will be invoiced to The Hirer. If you have more than one month between Bookings, we ask that you return your keys between each session.

Hirers must leave the premises secured at the end of each hiring session with windows shut and locked, light extinguished and doors locked, unless requested otherwise by prior agreement with The Caretaker.

Hirers will be charged if staff have to be called out to attend to doors and windows in rooms and areas they have been using but have failed to leave secure.

Insurance

Hirers will indemnify the PCC against claims for damages and loss arising directly or indirectly out of their use (and that of persons in their group or party) of the premises.

Hirers are required to have their own insurance against loss, damage or third-party claims, which may arise as a result of their use of the premises, and to supply a copy of their insurance policy to The Caretaker. They are responsible for carrying out suitable assessments of any risks arising from their activities carried out in The Halls.

Lost Property

Lost property will be kept for a maximum period of 30 days. If the property is not claimed after that period, it will be disposed of or sold and the proceed paid into the PCC funds.

Emergency Contact

If there is an emergency outside of office hours please contact the emergency services if necessary and one of the PCC:

Our caretaker Mike Rowland is available during office hours, and available on call in cases of emergencies on: 07597 665905

Complaints and Recommendations

We aim to provide the best possible service to everyone who uses the Church Halls, but inevitably things do go wrong. If you have a complaint or a recommendation about how we might improve the service we offer, please email Bookings@allsaintsecclesall.org.uk

I agree to the terms and conditions set out above

On behalf of (name of group or individual) _____

I give permission for the following group members to act on my behalf _____

Signature _____

Name (please print) _____

Date _____

Please note that The Caretaker must be made aware of any change of leadership so that all documentation can be amended.

Safeguarding Addendum for Hire of Church Premises Agreement

The Parochial Church Council of All Saints Ecclesall Parish Church 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 All Saints Ecclesall Church is:

Name: Revd Canon Mark Brown (or any clergy or wardens)

E-mail: office@allsaintsecclesall.org.uk Tel. No: 01142 687574

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 sign two copies, one to be retained by the church, and one by the organisation