

FOR OFFICE USE ONLY

Date of hire:

Group:

Person in Charge:

Use of Kitchen:

Use of tables and chairs:

Booking copy sent/given:

1. **The premises and equipment must be left clean and tidy and free from litter both inside and outside.** A charge will be made if extra cleaning is required.
2. **The Person in Charge (this should a responsible adult) for the purposes of the Fire and Emergency Exit Action Plan** must be in attendance at all times and keep their group within the rooms booked.
3. Please note that access to the room/s is available **only from the time** you have stated on the booking form. The rooms **must be vacated at the time stated** on the booking form. Setting up and clearing away times must be included in the booking.
4. The hirer is **responsible for ensuring they have their own public liability insurance when required and checking the insurance** of any entertainers, bouncy castles companies or any other entertainment agencies hired for events.
5. Any personal accidents or near misses **must be recorded** on an **Accident Form** (kept in the kitchen). If this is not possible please leave a message for the Parish Administrator noting the date, time, what happened and what medical assistance was given if any together with your name and telephone number or ring the **Parish Administrator** on **01723 364858** as soon as possible so that the accident is accurately recorded.
6. The **Person in Charge** is responsible for the safety of their party and St Laurence's PCC does not accept any responsibility for any damage or loss to any person or property brought into the Rooms or any vehicles or property left outside in the car park. When a group uses the building for the first time the **Person in Charge** must draw attention to the two emergency exits.
7. **The Person in Charge must be aware of the Fire and Emergency Action Plan for the building and have a written record of the number of persons in attendance. The key pad lock must be fixed in the open position while your group is in the building.** The door can be locked via the push bar lock, which still allows the push bar to be operated **but must not be locked if the number of people in the building reaches the maximum of 100. A copy of the Fire and Emergency Action Plan will be given to the hirer with the booking form. The hirer, if not the Person in Charge must give a copy of the Plan to the Person in Charge.**
8. When the number of people in a group **exceeds 40 at least two Emergency Exit Stewards** must be appointed to assist in the safe evacuation of the building.
9. The **Person in Charge** and the **Emergency Exit Stewards** shall receive training and shall sign to acknowledge they have been trained. They must familiarise themselves with the Plan and for regular groups must at least once a year carry out an **Emergency Exit Drill** in accordance with the Plan, complete a drill form and return it to the Parish Administrator.
10. If the room temperature needs adjusting this should be done via the thermostat by the **Responsible Person only** and returned to 21 degrees before leaving. **The radiator controls should not be touched.**