

# RANMOOR PARISH CENTRE TRUST

## CONDITIONS OF HIRE

For the purpose of this document, the term:

- ◆ “Centre” refers to the Ranmoor Parish Centre or part thereof, including the grounds, situated at 5 Ranmoor Park Road, Sheffield S10 3GX.
- ◆ “Trustees” refers to the Trustees of Ranmoor Parish Centre Trust.
- ◆ “Administrator” refers to the Parish Centre Administrator.
- ◆ “Building Manager” refers to the Parish Centre Building Manager.
- ◆ “Hirer” refers to the person who hires the Centre either as an individual or on behalf of an organisation.

### INTRODUCTION

The Centre has successfully operated since the early 1980s, offering high quality rooms for hire within a splendid setting. As a not-for-profit charity, we endeavour to keep our overhead costs low. To do this requires all hirers to be co-operative with Parish Centre employees and each other. Hirers are respectfully asked to ensure the Centre is left in a tidy and clean state. We ask that everyone helps us to keep the building clean and tidy; returning all chairs and tables to their normal storage area and cleaning up any mess.

In return we will do our best to keep the hire rates at a reasonable level and to support community groups to meet in an excellent venue.

This document details the Conditions for Hiring the Centre. We look forward to many more years of helping the community of Ranmoor to enjoy the facilities that the Centre offers.

### GENERAL

- The timing of all hiring of the Centre shall be agreed with the Administrator, and will include set-up time, running the event and clearing up afterwards.
- Confirmation of booking: your booking is only confirmed once you have returned the signed booking form, with a deposit (if requested) to the Administrator. The outstanding balance must be paid at least 14 days prior to your event taking place. Failure to return the signed form of agreement and/or make the agreed payments within the times stated may void your booking; in this case, the Trustees reserve the right to retain any payments already received in lieu of lost bookings.
- The Hirer: The Hirer is the person by whom the booking form is signed and/or the organisation which he or she represents. The Hirer shall be liable for ensuring that the Terms and Conditions contained in this document are met.
- Time of end of functions: All functions must end by 10.00pm, or earlier if shown on the Booking Confirmation. The Centre must be vacated by 10.30pm.
- Organisation of Hirer – it is the responsibility of the hirer to advise the Administrator of the Centre if the hire is for an organisation to use the Centre. The Administrator will require information about the organisation. It is entirely at the discretion of the Trustees if the booking is accepted, the Trustees are not required to provide their reason for refusing a booking.
- Insurance – All hirers, including private hirers, need to have their own insurance. The Ranmoor Parish Centre Trust insurance does not cover your booking for third party liability.

### GENERAL RESPONSIBILITIES OF THE HIRER

- The Hirer is responsible for ensuring that the number of persons admitted to the Centre does not exceed the number quoted when making the booking.

- The Hirer is responsible for preserving order at all times.
- The Hirer is responsible for ensuring that all users of the Centre show consideration to the residents who live above the Centre and to the people who live in properties nearby. When using and leaving the Centre the level of noise should be kept to a minimum.
- The Hirer shall not sub-let the Centre or any part thereof.
- The Hirer must not remove or dismantle any part of the fixtures, furnishings or fittings of the Centre. In no circumstances shall any bolts, nuts, screws, pins, glues, adhesives or like objects be used in any part of the Centre. Moveable notice boards may be used, but shall not obstructive corridors or emergency exits

## **RESTRICTIONS OF USE**

- The Trustees reserve the right to refuse any request to hire the Centre.
- The Centre shall not be let for purposes likely to cause substantial nuisance or offence (for example, loud music) to occupants of the flats above the centre or of nearby properties nor for religious meetings other than those organised or approved of by the Trustees.
  - The Centre is not licensed for the sale of alcohol; therefore, alcohol cannot be sold in the Centre unless an appropriate Licence 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 Licence. The Hirer is responsible for compliance with the terms of the Licence, including informing the Administrator that a Licence has been obtained.
  - The Centre 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 Form. The use of other rooms may incur additional charges.
  - Unless prior arrangements have been made with the Administrator, the hire of the Centre does not entitle the Hirer to use or enter the premises at any time other than the specified hours for which the Centre is hired.
- The Centre does not allow animals inside any part of the Centre unless they are trained Guide or Support Dogs.
- The Trustees are not responsible for any personal belongings left unattended on the premises. The hirer is responsible for ensuring that individuals using the Centre do not leave personal belongings unattended.

## **HEALTH AND SAFETY REQUIREMENTS**

- The Hirer is responsible for ensuring that the “no smoking” requirement in the Centre is complied with.
- No additional lights or extensions for electric light fittings shall be used in the Centre unless the prior written permission of the Buildings Manager has been obtained.
- Written permission from the Buildings Manager is required before any mains electrical equipment is brought to the Centre to ensure the maximum load for the consumer units is not exceeded. All mains electrical equipment brought into the Centre must have a valid PAT test label attached. If not the Buildings Manager will carry out a PAT test at the Hirer’s expense.
- Cylinders containing compressed, liquefied or flammable gasses shall not be used or kept on the premises.
- 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 Centre is a safe environment. Where there is more than one hirer using the Centre 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 in front of St John's Church.
- If it is safe to do so, alert other users of the main building and Annex, also check both Flat 1 and 2 (their doors are located to the rear of the main building).

## **VEHICLES & PARKING**

- Due to space limitations and emergency vehicle access the hire of the Centre does not give the hirer or members of their organisation the right to park in the Centre grounds and access to the centre is strictly for drop off and pick up only.
- A 5mph restriction applies to the Centre.
- Beware of children at play, when driving in or out of the Centre.
- Parking is not permitted in front of entrance doors or at the end of the access ramp to the front door.
- Disabled parking is allocated opposite the front door of the Centre adjacent to the wall.
- The Centre is not responsible for any theft or damage to vehicles whilst in the Centre.
- Parking is not permitted overnight in the centre grounds without permission vehicles may only be on the Centre grounds while the driver is attending an event in the Centre. Any vehicles left outside of these times may be removed by the Trustees. The cost of removal and collection will need to be borne by the vehicle's owner.

## **HEATING**

The Building Manager does his 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. Please do not alter any of the heating controls at any times. If the heating is too hot / cold – in the garden room you can turn the thermostat on the wall up or down; please do not turn it up above 20. In rooms one, two and the Annexe – the heating is controlled by radiator valves. Please ensure the heating is turned to a minimum of 18 in the garden room and the valves are switched on in all the other rooms when leaving.

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.

## **FIRST AID**

There is a first aid box located in the cleaning cupboard in the corridor – clearly indicated with a First Aid Sign – the key for this cupboard is the smaller key (Yale) which you have been provided with.

All accidents and injuries that occur while in the Centre must be recorded in the Accident Book and handed to the Administrator or Building Manager for retention.

First Aiders are the Buildings Manager and the Parish Centre Administrator. Should they not be available out of office hours, please refer to NHS 111 or in an emergency 999.

Emergency Defibrillator – is available for anybody 24 hours a day. It is located on the outside wall of the Parish Centre at the front door. Should you need to use this, please call 999 and they will provide the access code.

Should a serious accident occur while using the Centre, the Hirers are asked to inform the Administrator or one of the Trustees immediately (see below for details).

## **CLEARING UP**

The Hirer is responsible for leaving the areas of the Centre used in a clean and orderly state at the conclusion of the period of hire. Cleaning materials and the vacuum cleaner are in the cupboard off the main hallway. The key for this cupboard is on the keyring (yale key).

#### 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 black wheelie bins in the rear courtyard. A maximum of 2 bin bags per hire is permitted. All other rubbish should be taken away by the hirer.
- Soiled tea towels should be left in the kitchen in the orange bucket.
- All kitchen surfaces should be wiped down, and the floor cleaned if necessary.
- Empty glass bottles must be removed from the premises, NOT placed in the bins.
- 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 between the Kitchen and Garden Room.
- Restack the chairs against the wall in Room 1 and in the storage area between the Garden Room and Kitchen.
- Floors throughout the Centre should be vacuumed if necessary.

#### At the end:

- Take away all your own belongings.
- Place excessive rubbish in the outside bins (located to the left of the Annexe building)
- Switch off all the lights, toilets included.
- 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 10.30pm unless you have specific permission to remain until later.

Should the building not be left in a satisfactory state, the Administrator reserves the right to charge the Hirer for cleaning and any other work required to restore the Centre. Any damage, loss or breakage occurring during the function, howsoever caused, should be reported to the Administrator. The Hirer shall be responsible for making good any such damage, loss or breakage to the satisfaction of the Trustees.

### **SAFEGUARDING**

Hirers are responsible for the safeguarding of children and vulnerable adults who attend the Hirer's event in the Centre. The Centre has some facilities available which should help, although these do not replace the need to have a robust safeguarding policy and practices. Hirers may wish to undertake a risk assessment prior to hiring the Centre.

Examples of ways in which the Centre's facilities may assist include:

- Keeping children out of the kitchen.
- Using the stable door on the kitchen.
- Installing the gates to the Garden Room, Rooms 1 & 2. Each gate is marked showing which room it is designed for. The gates have a spring loaded bolt to secure them closed.
- Shutting the front gate (this does not lock)
- Having sufficient responsible adults available to ensure all children can be monitored.
- Where the Centre is being used by more than one group, accompany children to the toilets.
- If you are the only hirer of the Centre, you may also wish considering locking the front door. However, this will only then leave two doors to evacuate the premises should a fire break out.

Users must have a safeguarding policy of their own and if they do not have one, they must agree to the St John's Ranmoor Safeguarding Policy and procedure.

### **RIGHTS OF THE TRUSTEES OR THEIR DULY AUTHORISED AGENT**

- The right of entry to the Centre is reserved to the Trustees or their duly authorised agent at any time during the hiring, and the right to terminate any entertainment or meeting not properly conducted, or in breach of any part of the Conditions of Hire of the Centre. Any cost(s) arising out of such termination shall fall in their entirety to the Hirer.

- The Trustees will not be responsible for the theft or loss of or any damage to any property brought into the Centre by the Hirer or any other person.
- A 24/7 CCTV system operates on the premises. Recordings are retained and could be used if an incident occurs.
- The Trustees reserve the right to amend, without notice, these Conditions of Hire.
- The Trustees reserve the right to cancel bookings without notice. Booking cancellations shall normally take place if an emergency arises, for example a gas leak or if information comes to light that the information provided for a booking is incompatible with the Trust's constitution. Should such a cancellation occur, the Trust would not be responsible for costs incurred or loss of income by the Hirer(s).

### **DEPOSIT AND KEY COLLECTION**

You must collect keys for the Centre the week before your booking. The Centre is open 9.30am-2.30pm Mondays, Tuesdays and Wednesdays.

A deposit may be requested when the key is collected. The deposit will be refunded when the key is returned and the Trust is satisfied that the conditions of hire have been met.

The key(s) should be returned within 7 days otherwise the deposit will be retained by the Centre. A key deposit box is on the wall to the right of the front door of the Centre – you can leave your key here.

If you are a regular user at the end of your booking term you need to return the keys to us. If you have more than one month between bookings, we ask that you return your keys between each session.

### **CANCELLED BOOKING**

In the event your booking cannot go ahead, providing we have at least 48 hours' notice we will refund the full amount paid less a deposit.

If you are a regular user and you cannot go ahead with a booking, it is important we have as much notice as possible – ideally 48 hours, otherwise if we have heated the room('s) we may have to charge.

### **EMERGENCY CONTACT**

When the Office is closed, if there is an emergency, please contact the emergency services if necessary and one of the Trustees:

Brian Parfett 07914 220 938

Carl Webber 07833 494 108

### **COMPLAINTS AND RECOMMENDATIONS**

We aim to provide the best possible service to everyone who uses the Centre, 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 the Administrator in the first instance. Send your Email to [administrator@stjohnsranmoor.org.uk](mailto:administrator@stjohnsranmoor.org.uk).