



Melbourn United Reformed Church Hall

Terms and Conditions

Please ensure you read both pages

1. Community groups and members of the public can hire the Church Hall for functions at the discretion of the Church. Melbourn URC has a Safeguarding Policy, a copy of which is enclosed with all Booking Request paperwork.
 - Organisations whose activities involve children and / or vulnerable adults must have their own appropriate procedures and are required to make all necessary arrangements to ensure the safety and wellbeing of all attending any event on our premises.
 - Individual hirers for private or family occasions must ensure that appropriate measures are taken to ensure the safety and wellbeing of all attending any event on our premises.Signing the declaration on the Booking Form clearly affirms the Hirer's agreement to the above and all subsequent paragraphs of these Terms and Conditions.
2. Organisations / Groups etc (not individual hirers) should hold their own Public Liability Insurance evidence of which should be provided to Melbourn URC upon request.
3. The Church retains first call on the premises. On very rare occasions we may have to ask hall users to cancel / rearrange their activities to make way for a specific Church event. We try, usually successfully, to avoid this and would give as much notice as possible.
4. A church "key holder" (for "Regular Users" this is the Class Leader) will open the hall at the agreed time. At that time the hirer / user, as the responsible adult, shall familiarise him / her self with the church's emergency evacuation procedures and in particular to the notice exhibited in the hall and at all times be ready to ensure the safety of persons attending the function and to summon the appropriate emergency services should the need arise and, in this event, either the aforementioned key holder or the Hall Booking Secretary or other church officer should be advised as soon as is practicable. At the end of the hire period the hirer must remain at the hall until the key holder arrives to lock up.
5. We ask that the Burial Ground outside the Hall but within the Church perimeter be treated with respect and that children are not allowed to play on it.
6. Any public entertainment licence or other form of authority (e.g. copyright) is the responsibility of the Hirer and a copy must be enclosed with the booking form and must be specifically agreed in advance.
7. The Hall is available on an hourly basis. All events must finish by 10 pm at the latest and the hall to be closed by 10.15 pm. The hall may be available on a Sunday afternoon from 12.30 pm.
8. There is the use of a small kitchen with a kettle for making tea or coffee. There is no access to a fridge or oven. The use of the main kitchen is not included.
9. There is a no smoking policy throughout the premises. Candles (for example those on birthday cakes) are permitted only providing they are never left unattended by a responsible adult.
10. The hall should be left clean and tidy ready for the next user; there are brushes and other cleaning materials provided in the kitchen. A reminder list of what needs to be done is posted in the hall.
11. The Hirer must ensure all rubbish is taken away at the end of the event. *Please recycle where possible.*
12. Moderate use of alcohol may be allowed by prior arrangement only. No external bar will be allowed.
13. No stilettos.
14. All breakages must be paid for.
15. No vehicles are allowed on the grass inside the church gate.
16. Your Booking Form will be retained and held securely. Your contact details will only be shared **temporarily** with another Church key holder (normally a Church Elder) to facilitate opening and/or closing the Hall for you **after which time they will be destroyed.**

(continued overleaf)



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(continued)

These “additional” T’s & C’s have been developed as a result of lessons learnt during the Covid outbreak and fall into two categories:

1. Actions which the Church has or will take.
2. Actions for which we require the Class Leader to be responsible.

In general, all areas are open but we require you to abide by Gov’t legislation applicable at the time of your visit.

You, or your class members, may choose to impose or follow more “strict” measures than Gov’t or these T’s & C’s dictate but they must never be less so.

1. Actions the Church has or will take

- Undertake an overarching risk assessment for opening the hall and this note lets you know what is expected of both you and the church so that we all can remain safe.
- Replace traditional towels with paper towels in dispenser for lavatories and servery.
- Put up signage appropriate for the use and cleaning of the lavatories.
- Ensure only one group is meeting at the premises at any one time and that a time lapse exists between consecutive groups.
- Undertake a weekly clean of the toilet, entrance area and hall. Note: This is over and above the cleaning which must be undertaken by each group as determined by their risk assessment.
- Contact all the Group Co-ordinators/Class Leaders if we are informed by a group that one of their participants has tested positive for Covid-19.
- In the event of a report of a confirmed positive case the church will isolate the hall area for a minimum period of 72 hours from the last time of use by the person testing positive and undertake appropriate cleaning. We will advise both closure and re-opening.

2. Actions for which we require the Class Leader to be responsible

- Have undertaken a risk assessment related your activity in the URC hall. Acceptance of the T’s & C’s as required on the Booking Form signifies you have actioned this. (We do not require a copy and would only require access to it should an “issue” be identified.)
- Be responsible for each activity session.
- Provide your own hand sanitizer should you wish for your participants to use at the entrance to the hall.
- Should you wish to use the Servery and, more importantly, any crockery/utensils, you should bring your own “tea-towels” (or similar) and take them away with you at the end of the session.
- Each group should rely on its own first aid provision and know what to do in the event someone starts to show signs of Covid-19.
- At the end of your session, in addition to tidying up as before, **please ensure any used (paper) towels in the toilets and servery are removed and bin liners replaced (stock in bottom drawer in servery)**
- Inform the Church, without delay, if one of your participants has a confirmed covid-19 test so we can advise other hall users and stop further activity until the hall has been thoroughly cleaned.

Scale of Charges

- a. Community groups, e.g. Brownies and other regular users of the hall, are charged a fee as arranged with the Church Treasurer.
- b. General Hire £15.00 per hour
- c. Cheques should be made payable to: Melbourn URC

For Booking Information contact: Barry or Beryl Monk email: bgmonk314@gmail.com Tel: 01763 246458

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