

St Stephen's Community Hub
The Wigborough Community Group

www.ststephensgreatwigborough.org

Terms and Conditions of Hire



1. Acceptance of Bookings

- a) The_Hirer must be 18 years old or over.
- b) Acceptance of bookings and exclusions are at the discretion of The Wigborough Community Group Hub Management Committee.
- c) All activities must comply with Church of England guidelines as the Community Hub (Nave) is in the first instance part of a consecrated place of worship.
- d) The acceptance of a booking is conditional on the Hirer completing and signing an application form (available on the website), accepting these Terms and Conditions. Once signed by the Hirer, the application constitutes a legal agreement to hire.
- e) The Booking Secretary may, as a condition of hire, specify additional conditions which will be notified in writing and agreed with the Hirer before booking is confirmed.
- f) The Booking Secretary will advise the maximum number allowed to attend for the quoted event.

2. Hire Fees

- a) Current fees are displayed on the website. There are two rates detailing hiring with or without heating.
- b) For single hire events, 50% of the cost is required on booking and the balance paid on the day of hire, via bank transfer.
- c) Regular hire of the Community Hub is available by separate negotiation.
- d) The Hirer is given 30 minutes set-up and 30 minutes clear-up time free of charge on the day of hire.

3. Safeguarding Policy

- a) When using the Community Hub for the purpose of running a group to provide services to children and/or adults at risk, or running an event at which children and /or adults at risk will be present, it is the sole responsibility of the Hirer to have the appropriate policy and procedures in place in accordance with legislation, including appropriate DBS clearance. The Hirer will be asked to provide proof of compliance with this condition.
- b) A copy of the Safeguarding Policy in respect of children and adults at risk is available on the website.
- c) The Hirer should have a mobile phone to ensure emergency services can be contacted should the need arise.

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4. Insurance

- a) It is the sole responsibility of the Hirer to ensure they have the appropriate Public Liability and / or other insurance cover for the event being held.

5. Equipment

- a) Use of all the equipment within the Community Hub is included in the hire fee.
- b) The use of the screen and audio equipment is available after instruction from a member of the Management Committee.
- c) It is the sole responsibility of the Hirer to ensure that any other equipment brought to the Community Hub by the Hirer for use within the Community Hub has been tested in compliance with current PAT legislation (electrical equipment) and is fit for purpose.

6. Damages

- a) It is a condition of hire that all damages will be paid for by the Hirer. The Management Committee will invoice the Hirer for any damages.

7. Cancellation

- a) No refund of the deposit will be given if a booking is cancelled by the Hirer seven (7) or fewer days before the event is due to take place.
- b) The deposit will be refunded if more than seven (7) days' notice is given by the Hirer. The Hirer may opt to transfer their booking to an alternate future date.
- c) If the Community Management has to cancel an event at any time the deposit will be refunded to the Hirer.

8. Care of the Premises, Fabric and Equipment

- a) The Hirer must be present during the hire of the Community Hub.
- b) The Chancel is not included in the hire of the Community Hub. An unlocked gate screens the Chancel and access is respectfully prohibited as it is deemed a sacred area, except for access to the emergency exit via the vestry.
- c) The pulpit and font are permanent structures of religious furniture which should be treated with respect. Children are not to climb on them.

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d) The Hirer will be responsible for:

- The proper supervision of the building, its fabric and the use of its contents and facilities
- The behaviour of the persons present at the event
- Ensuring that the No Smoking rule is observed
- Ensuring fire exits are kept clear
- Supervising the use of outside areas, including the car park to ensure minimum disturbance to residents and ensure respect for those visiting the graveyard at the time of the event
- Storage heaters are set to optimum levels and heat cannot be increased/decreased instantly therefore there should be no attempt to change the settings.

e) No pins, tacks or nails may be used to affix anything to any part of the structure. Any damage to paint or walls caused from use of fixings or sticky tape may result in Hirer being charged for the cost of making good the damage.

f) At the end of the hire period, the Hirer must leave the venue and its surrounding area in a clean and tidy condition. There is a dishwasher for dirty crockery and cutlery and should be switched on prior to leaving. Cleaning materials are available in the storage area for use by Hirer. All materials should be kept out of reach of children. All rubbish to be taken away.

g) A member of the Management Committee will lock and secure the Community Hub when the event has finished.

9. Car Parking

- a) The Hirer should ensure that cars are parked to maximise the space available, giving due thought for any emergency vehicle that may be needed.
- b) All cars are parked at the owners' own risk.
- c) An overflow carpark is available by prior arrangement.

10. Serving/Sale of Alcohol

- a) Alcohol may be served within the Community Hub.
- b) If the Hirer wishes to sell alcohol at an event they must hold a Temporary Event Notice.
www.gov.uk/temporary-events-notice
- c) No alcohol to be served to people under the age of 18.

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11. Serving Food

- a) It is the sole responsibility of the Hirer to ensure that preparing, serving, or selling food complies with all the relevant food and health regulations. For more information, please refer to the Food Standards Agency website <https://www.food.gov.uk/safety-hygiene/providing-food-at-community-and-charity-events>
- b) Dairy products, vegetables and meat on the premises must be refrigerated in compliance with the food temperature regulations. The kitchen provides a refrigerator but no thermometer.
- c) The Community Hub has the following facilities: microwave oven, water heater, kettle and dishwasher, for the Hirer's use. There are no cooking facilities.

12. Managing & Guarding against Emergencies

- a) Fire extinguishers are in the Community Space and are checked annually. They should not be moved unless in use.
- b) There are two fire exits - via the main entrance door and through the Vestry door. Hirers should familiarise themselves with the exits.
- c) The assembly point is in the car park in case of emergency.
- d) There is a defibrillator in the church porch.

13. Noise limitation

It is the sole responsibility of the Hirer to ensure that nearby residents are not disturbed by activities taking place at the Community Hub or when attendees are leaving the premises.

14. Animals

No animals are permitted in the Community Hub except for Guide Dogs for the Blind and Hearing Dogs for the Deaf.

15. Covid

The Hirer must ensure that all relevant Government guidelines are adhered to.

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16. Comments & Concerns

For comments or concerns, please email: SsgwCommunity@mail.com

We look forward to welcoming you to the Community Hub.