

THE ST JOHN'S (DRYPOOL) COMMUNITY PROJECT

Rosmead Street,
Hull, HU9 2TD

GROUP HIRE AGREEMENT

Activity	
Room	
Equipment	
Period(s)	
Notes	
Hire Charge	
Date from	
Date to	
Subsidy	
Charge payable	
Billing Method	
Contact Name	
Contact Phone	
Date	
Signed	

Standard Conditions of Hire for all St John's Rooms

- **Room Hire**

Rooms are available between 8.00 am – 11.00 pm Monday/Saturday for part/full day sessions, and on an hourly basis. Sunday hire is by arrangement.

- **Charges**

	Hour	Half Day	Day	Evening	Approx Capacity
Main Hall	£15.00	£45.00	£90.00	£37.50	175
Lady Chapel	£8.00	£24.00	£48.00	£20.00	20
Upper Room	£6.00	£18.00	£36.00	£15.00	10
Matson Room	£8.00	£24.00	£48.00	£20.00	25
Balcony/Cafe Area	£8.00	£24.00	£48.00	£20.00	30

Voluntary & Community groups may receive a further discount on the above rates.

The rates for long term bookings are subject to negotiation.

- **Tea & Coffee, if required, will be charged at £1.00 per person for up to 4 hours of hire.** Groups are welcome to bring their own refreshments or purchase from the cafe. Kitchen facilities are available with prior notice.
- Bookings should be made **at least one week in advance** and are on a first-come, first-served basis.
- **Payment** is by cash or cheque, made payable to "St John's (Drypool)". Payment for private bookings must be received on or before the periods of hire. Invoices will be raised for organisations if requested or if monies are not received from organisations.
- **This project was partly funded by:**



Site Rules & Conditions

1 Faith basis

St John's is a faith based project. Hirers should be aware of and acknowledge that its Christian ethos may preclude certain activities. If you are in doubt about your event, or wish to understand the reasoning involved, please ask.

2 Smoking

By law, the site is a no smoking site, please extinguish all cigarettes before entering the building. If you wish to smoke outside the building please dispose of cigarettes appropriately. Please do not dispose of used cigarettes on the floor.

3 Cancellations

Please let us know as soon as possible if you will not be keeping your booking so that other groups may use the room and to avoid energy waste. You may be required to pay if you do not give enough notice. Persistent "no-shows" will result in future bookings being refused.

St John's will only cancel a confirmed booking if it is unavoidable and will provide as much notice as possible. Alternative dates or a refund will be given.

4 Car Parking

Car parking is not currently available but there are plenty of "on street" spaces. Please do not park outside or opposite our gates in Rosmead Street, or use the Kingston House Car Park which is privately owned. Please be sensitive to the needs of local residents. Users park their cars at their own risk. St John's cannot be held responsible for any theft or damage to vehicles.

St John's is currently developing other options to increase the number of car park spaces available.

5 Supervision / Children

The Hirer / person in charge of an activity should not be under 18 yrs, and shall remain on the premises for the duration of the activity. He/She shall not be engaged in any duties which prevent them from supervising their activity.

It is the responsibility of the Hirer/Organiser of the activities concerned to ensure that only fit and proper persons have access to the young children, and that there are enough adults to properly supervise the number of children at the activity.

In case of doubt or if you need help, please talk to the Child Protection Officer, Eddie Thompson, Tel. 01482 226529

6 Complaints and Fault Reports

Any serious complaints or problems encountered whilst using the site should be put in writing and addressed to Revd C Grundy, The Vicarage, 383 Southcoates Lane, Hull HU9 3UN. Minor issues can be dealt with by phoning one of the people named below. Please report faulty items, e.g. the heating being off or computers not working, as soon as possible so that repairs can be instigated.

7 Insurance

Public Liability insurance is held, but the Hirer must obtain any insurance necessary for the activity for which they are hiring the premises. The Hirer shall be responsible for making arrangements to insure against any third party claims which may lie against themselves or their organisation whilst using the site.

The Hirer shall not sub-let or use the premises for any unlawful purpose or in any unlawful way, nor do anything nor bring onto the premises anything which may endanger the premises, its users or any insurance policies.

8 Health & Safety

The hirer (or nominated person) shall familiarise themselves with the action to be taken in the event of a fire (see attached procedure). Fire doors must be left unlocked and unobstructed whilst the building is in use. Our fire officer is Mr Steve Coupland (01482 793833 mob. 07740408028)

The Hirer or anyone in the group shall not bring into the premises without prior notice, any electrical equipment/cleaning products/chemicals etc.

All accidents must be recorded in the Accident book - please ask if you are unsure where it is.

It is the hirer's responsibility to ensure that appropriate food hygiene regulations are followed whenever food or drink is being served to members of the public. For advice, please contact The Environmental Health Officer of Hull City Council. For contact numbers and assistance, please ask a member of staff. Please note that the premises are regularly inspected by an Environmental Health Officer.

The kitchen can only be used by authorised persons. It is the hirer's responsibility to ensure that anyone using the kitchen is trained in use of the equipment. If you need training in use of equipment or copies of instructions, please ask. All users of the site are responsible for ensuring the rooms are kept clean, tidy and safe.

Users should be aware that the small black boxes placed on the floor adjacent to walls (and mostly located in storage/kitchen areas) are mouse traps containing poison and should not be touched or moved. Particular care should be taken when children are using the premises.

The traps are regularly inspected and refilled by an approved contractor whose property they remain. This is part of our environmental health system and is purely a precautionary measure.

9 Damage

The Hirer shall reimburse St John's for the cost of any repair or renewal of goods or damage done to any part of the property or its contents during or as a result of the booking. This clause applies to computing and other equipment. However St John's will not ask for payment to cover repairs due to normal wear and tear.

10 Compliance of Regulations

The Hirer shall, if selling goods on the premises, comply with Fair Trading laws and any local code of practice issued in connection with such sales. In particular the Hirer shall ensure that the total prices of the goods and services are prominently displayed, as shall the organiser's name and address and that any discounts offered are based only on manufacturers recommended retail prices.

The Hirer shall be responsible for observing all regulations appertaining to the premises stipulated by the Licensing Justices, the Fire Authority, the Landlord, the Local Authority, the premises Health & Safety Officer etc.

We do not currently hold a public entertainments licence. **The sale of alcoholic drink is not permitted without St John Community Project Board prior approval.** Permission is also required when a group wishes to provide alcoholic drink for their own use.

11 Equipment/Services

The following items are available for use free of charge to groups using the meeting rooms: flip chart stand, guillotine, white board, OHP, laptop computers and data projector & screen and TV/video/DVD.

The photocopier is available to use at a charge of 3p A4 and 6p A3 per copy, and the laminator at 30p A4 and 60p A3 or as notified. Computer printouts are charged at 3p per A4 sheet. Please let us know if you require any of the above at the time of booking.

Computer users shall not modify either hardware or software on any machines belonging to St John's nor shall they load any software without permission. Internet access may be available at a charge which may be included in the room charge. Because of the complexity of the computer network and the fact that it is serviced by volunteers, St John's cannot provide any guarantees of either quality of service or availability. User support is not available during hire periods, and hirers should ensure that they have sufficient technical expertise to meet their own requirements. Faulty equipment or service difficulties should be reported. Internet users are expected to adhere to the acceptable use policy and may be refused connection if in breach.

The site is an 802.11 wireless hotspot and may be accessed by hirers with a suitably equipped laptop at a notified cost. St John's may impose limits on the maximum number of simultaneous connections in order to stay within internet conditions of use.

Not all equipment/goods on the site belong to the St John Community Project. The Hirer must not use another group's equipment without their express prior agreement.

12 Betting/Gaming Lotteries

Nothing shall be done on or in relation to the premises, in contravention of the law relating to betting, gaming or lotteries. The person or organisation responsible for functions held on the site shall ensure that the requirements of the relevant legislation are strictly observed.

13 Property

No property should be left or stored on site without prior permission. The St John Community Project/PCC cannot be held liable for any damage, loss or theft of any property or effects. Should any property be found unattended, it should be brought to the attention of a staff member who will put it in the lost property box. If the property is not claimed after a period of time, the company reserve the right to dispose of the property at their discretion.

Perishable goods, such as food and drink, must not be stored on site except with permission in the refrigerator or freezer. All perishable goods left otherwise will be disposed of to help prevent any pest infestation.

14 Cleaning and Security

All users of the site are responsible for ensuring the rooms are kept clean, tidy and safe. When an event/activity is finished, the Hirer or appointed person shall return furniture and equipment to its original position, ensure windows and doors are closed and that floors and surfaces are cleaned for the next hirer. Any mess caused by a person under the influence of alcohol shall be cleaned up by the Hirer. Where the Hirer cannot clear away their own litter or equipment before leaving the premises, then the Hirer agrees to pay a cleaning charge. Users who find that the premises are not of acceptable standard at the beginning of any hire period should notify a member of staff.

15 Repairs, Renewals and Improvements

St Johns will use reasonable efforts to repair broken equipment or facilities in a timely manner. Users shall not undertake any repairs, renewals or improvements to property, fixtures or fittings without prior permission from St John's Community Project Board.

Users may affix notices on designated notice boards by agreement. Items fixed to the walls in other than agreed places will be removed.

16 Nuisance

St John's is an important part of the community and is located in a residential area. The Hirer must ensure that noise levels are kept to a reasonable volume and do not cause a disturbance. The Hirer shall also ensure that no activity within the building causes disturbance or inconvenience to any occupiers of nearby houses, or their property.

Any person consuming alcohol on the premises is under the supervision of the Hirer, and as such the Hirer shall be responsible for ensuring no nuisance is caused, and that behaviour is kept to a good standard.

17 Fire Alarm & emergency Lighting

The fire alarm and emergency lighting systems shall be tested on a regular basis as follows.

Fire Alarm. A monthly test of the system shall take place and a log book shall be kept. All activations must be recorded in the log book and the appropriate action taken. It must be noted that the Fire Alarm is not linked to the fire brigade monitoring system. Once activated, everyone must leave the building, and assemble in the Kingston Project Car park towards the back of the building (on Rosmead Street). The person in charge of the group using the building should then inform the fire brigade.

Emergency lighting. A log book is to be kept of each test carried out. Any faults are to be reported.

18 Code of Conduct for users of the St John's site

This is a community building. We want all users and visitors to feel safe and comfortable in this building, so the following behaviour is not acceptable:

- ✓ Shouting or swearing
- ✓ Threatening, intimidating or aggressive behaviour
- ✓ Sexist, racist or homophobic remarks
- ✓ Using the buildings under the influence of drugs or alcohol
- ✓ Smoking inside the building
- ✓ Loud or noisy behaviour
- ✓ Displaying offensive material (e.g. pornographic)
- ✓ Using offensive behaviour
- ✓ Harassment of any nature (e.g. personal, sexual or racial)
- ✓ Users must acknowledge the Christian ethos of the project.

If these principles are not respected then you may be asked to leave the building.

St John Community Project Room Booking Form

Your Name:

Group/Organisation:
.....

Contact Address:

Contact Number:

Date(s) / meeting space required:
.....

Approx number of attendees:

Please book the room 30 minutes earlier than your meeting start time if you wish to set up the room.

Times Room(s) Required:

Purpose of meeting:
.....

Please tick box if required OHP Flipchart TV/Video Computer

Total Hire Fee: Cheque enclosed – Yes /
No
(Please make cheques payable to St John's Church Drypool)

Purchase Order No. (if required):

Refreshments Required for People

I have read and agree to the Standard Conditions of Hire.

Signed: Name:

Position: Date:

IMPORTANT – Bookings are not valid until confirmed
