

APPENDIX A – SBC ROOM HIRE TERMS AND CONDITIONS

FACILITIES AND CARE AND SAFETY PROCEDURES

1. Equipment

Tables and chairs are available.

The hirer should liaise with the Church concerning the provision of P.A., OHP and other equipment.

2. Catering

a. Up to 100 may be catered for a sit-down meal in the hall.

b. For 100 - 200 there is equipment for a stand-up buffet.

c. The Norton House (Galley) Kitchen is available with the adjacent rooms (Lewin and Garden Lounges), for light refreshments only.

3. Misuse of premises

a. No bolts, nails, tacks, pins, screws, blue tack or other such objects may be used by the Hirer without the consent of the Church.

b. The Hirer is requested to ensure that good order is kept in the premises at all times during the hiring and the Church reserves the right to halt any function not properly conducted.

c. The Hirer will not bring into, set up on, or attach to the premises any fittings, decorations, furnishings, equipment or additional lights, or make any extensions to the electrical installations of the premises without the prior written consent of the Church.

d. Any such additions to the facilities must be made safe in all respects and are to be removed at the conclusion of the function.

e. No food or drink is allowed in the Main Sanctuary.

f. No confetti is allowed on the premises or in the immediate vicinity.

4. Health, Safety & Risk Management

The Hirer will be responsible for:

a. The orderly and safe admission and departure of all guests, and the efficient supervision of the premises during the function;

b. Ensuring all exit doors from the premises are kept unfastened (except permitted crash bars etc.) and exit routes left unobstructed during the function;

c. Providing suitable numbers of Stewards as may in the opinion of the Church be necessary and for ensuring that assistance is available at all times for disabled or handicapped persons;

d. Providing a 'Portable Appliance Testing' Certificate for any electrical equipment brought onto the premises. This will need to be approved by the Caretaker at least one week before the hire date. The only exceptions are Laptops and portable CD players.

e. Complying with all risk management procedures relevant to the hire, both those specific to SBC and those set by the UK government, such as those relating to risk assessment and management, insurance and safeguarding policies and procedures. This includes:

- complying with SBC risk control measures for Coronavirus outlined in the SBC latest Reopening Risk Assessment
- conducting a suitable risk assessment
- sharing the risk assessment with the SBC Church Manager for approval at least two weeks in advance of the hire date
- implementing the control measures identified in the risk assessment.

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5. Fire and Emergency Procedures

If a fire is discovered, immediately operate the nearest fire alarm and evacuate the building to the Assembly Points. The Fire Brigade should then be called by the event organiser.

To evacuate the building:

- a. Leave by the nearest convenient exit;
- b. Do not use the lift. Do not stop to collect personal belongings;
- c. Do not re-enter the building until informed that you may do so by the Fire Brigade or Police.

The Hirer is required to visit the premises prior to the let to see Fire Alarm Points, Fire Exits and Fire Extinguishers in the area of hire.

6. Access

- a. There are full facilities available for people with disabilities including a lift to all floors.
- b. Limited street parking is available in both Lewin and Natal Roads and surrounding streets.
- c. Nearest Railway Stations are Streatham Common and Streatham Stations

CONDITIONS OF HIRE

1. Bookings will only be confirmed on receipt of the official booking form.
2. SBC reserves the right to cancel a hire should the building not be available for any reason e.g. water leak. In such an instance SBC will refund all money already paid by the hirer, but will not be liable for any losses sustained by the hirer, e.g. payments to third parties.
3. If a hirer cancels a hire for an acceptable reason up to the day before the hire, SBC will refund all money already paid by the hirer, except for costs already incurred by SBC to facilitate the hire.
4. If a hirer does not turn up for the hire, SBC shall normally keep all the money already paid by the hire, although compassion may be shown in exceptional circumstances.
5. Hirer should pay for all damage (e.g. buildings and equipment) resulting from negligence or misuse on the part of the Hirer, if this is not covered by the policy of insurance effected by Streatham Baptist Church. Any damage must be reported at the end of the hire.
6. No alcohol to be consumed on the premises.
7. No smoking on the premises.
8. Music to be kept down to reasonable levels and should not cause nuisance to local residents. No music permitted after 10pm.
9. Stated times must be adhered to: 15 minutes only before or after the official hire time will be allowed.
10. All gangways and exits to be kept clear and all fire regulations to be observed.
11. The hirer shall be responsible for leaving the area in a clean and tidy condition. The cost of any cleaning to be carried out as a result of insufficient cleaning by the hirer may be

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charged. All rubbish must be cleared and put into plastic sacks provided and removed to the refuse area outside.

12. The Church must be informed of any electrical equipment to be used other than that provided in the agreement.
13. The Hirer shall provide a 'Portable Appliance Test' Certificate for all electrical items apart from laptops and portable cd players brought on to the premises, to be approved by the caretaker, at least one week before the hire date, as only approved electrical equipment may be used on the premises.
14. If providing any refreshments, the hirer takes full responsibility for ensuring that any food or drink, whether sold or provided free, meets the full requirements of the current food safety legislation, i.e. is safe and prepared under strict hygienic conditions.

To meet the full requirements of the current food safety legislation, hirers providing refreshments undertake to ensure that:

- All food and drink are purchased from reputable suppliers, stored, prepared and served safely;
- High risk food preparation only takes place in the main church kitchen. The Atrium and Norton House kitchen areas are only be used for the storing and preparing food for service including low-risk snacks, e.g. biscuits, fresh fruit.
- High Risk food is all kept in the kitchen and maintained at the appropriate temperature until it is ready to be served.
- Food served hot is cooked and/or reheated to a core temperature of 72°C or until piping hot and is served piping hot (above 63°C);
- Cold food is stored so that it is at a maximum of 8°C, based on a refrigeration temperature of between 2°C and 5°C;
- All food stored in the refrigerator is stored in a way that minimises cross-contamination, i.e. with raw foods below cooked foods, meat kept separate from vegetables, and all food in sealed containers;
- Frozen food is stored in the freezer at temperatures between -18°C and -25°C;
- All food is within its use-by or best-before date, as appropriate;
- Food is kept covered when not being prepared or served to minimise cross-contamination;
- The ingredients and allergen information of all food are available;
- Colour coded chopping boards and knives are used appropriately;
- Staff and volunteers that handle food are all trained, instructed or supervised to the level appropriate to their given task. They will: wear the appropriate protective clothing provided; wash their hands frequently including before and after handling food and after using the toilet; inform the team lead (s)/catering lead(s) of any food poisoning related symptoms or other infections that may contact the food; and cover any wounds with coloured waterproof plasters provided.
- The correct cleaning agents (detergents, disinfectants and sanitisers) are used;
- Equipment, surfaces and sinks are cleaned in place, out of place and cleaned as necessary while in use ('as you go').
- Maintenance issues are reported to the church caretaker or his representative on the day.

The church will not be liable for any claims arising out of failure to observe the above.

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RESPONSIBILITY

Streatham Baptist Church will not accept responsibility in respect of any loss, theft or damage to any goods or property brought onto the Church premises. It is a requirement that suitable Public Liability Insurance should be taken out by the Hirer to cover the function and the appropriate certificate of insurance will be inspected.

If permission is granted for the event, I hereby agree to comply with the conditions set out on these pages and any terms and conditions and all reasonable instructions.

Signed

Name

Position

Date

**Please return this form to the Church Office:
22 Lewin Road
Streatham
London, SW16 6JR**