

Parochial Church Council of St Barnabas Church, Swanmore, SO32 2PA

Paterson Centre Conditions of Booking and Use

General

1. These conditions apply to all uses of the Paterson Centre authorised by the Parochial Church Council (PCC). Further conditions may apply at certain times, eg during the Covid-19 pandemic.
2. The PCC reserves the right to decline or cancel any booking, and will do so if it believes the proposed event may conflict with Christian values or cause reputational harm to the Church.
3. Unless prior agreement has been made for invoicing, use of the Paterson Centre may only take place following completion of the booking form, after dates have been agreed and provided that the relevant fee has been paid in advance.
4. Hirers are solely responsible for taking care of the Paterson Centre and its contents during their booking, and for leaving the Paterson Centre clean, tidy and secure (doors locked and windows closed) with all lighting and appliances switched off at the end of their booking. Cleaning equipment can be found in the cupboard under the stairs. Hirers are responsible for any loss or damage resulting from failure to secure the premises at the end of use.
5. The church operates an environment-friendly policy, promoting the use of Fairtrade products, recycling and responsible disposal of waste. Please use the recycling bins in car park for clean paper, cans and plastic bottles, and dispose of any surplus in the large wheeled bin in the car park. Glass jars/bottles should be taken home for recycling.
6. Any defects or breakages must be reported within 48 hours to one of the contacts listed below. The PCC reserves the right to recover from the hirer the reasonable cost of repairs, replacements or excess power usage. We may decline or cancel future bookings in the event of non-settlement and take action to recover any debt.
7. All hirers undertake to ensure that those attending the hirer's function conduct themselves in such a way so as not to cause any nuisance or annoyance to the PCC's neighbours, to church users or visitors or to members of the public, and to indemnify the PCC against any costs or actions arising out of any incident.
8. Animals, other than accredited guide or partner dogs, are not permitted in the Paterson Centre without express permission.
9. Smoking, including e-cigarettes and vaping, is not permitted in any part of the Paterson Centre or church.
10. The PCC cannot accept responsibility for any property left in the Paterson Centre, although reasonable efforts will be made to trace the owners of lost property.
11. Hirers are responsible for checking, before leaving, that nobody remains in the building.
12. The commercial retail of alcohol is not permitted in the Paterson Centre. Hirers may apply to the PCC at the time of booking for permission to supply or sell alcohol for consumption during an event. A licence to do so must be obtained from the Licensing Authority.

13. Hirers of the Paterson Centre are responsible for obtaining all necessary licences and consents required for their bookings. Licences are generally needed for the sale of alcohol, the performance of music, playing of recorded music, showing of films and videos etc.

14. Booking of the Paterson Centre will fall within the following categories:

- A. Named individuals who book on an occasional basis.
- B. PCC and groups/organisations affiliated to the PCC.
- C. Individuals and Groups not affiliated to the PCC who hire on a regular basis.
- D. Outside groups, commercial or incorporated.

Insurance

15. All hirers of the Paterson Centre must be covered by public liability insurance to indemnify the PCC against all claims for injuries, damages or loss caused to third parties through the hirer's use of the premises.

- a) Bookings in categories A and B above are covered under the PCC's own insurance.
- b) Bookings in categories C and D above must be covered under the hirer's/group's public liability insurance, to £5 million per incident. Proof of cover must be made available upon request. In signing the booking form the hirer confirms that this insurance is in place.

Safeguarding

16. The PCC actively promotes the protection of children and vulnerable adults who may use the Paterson Centre and therefore the following safeguarding policy and practice will apply.

- a. Named individuals (Category A above) will note and accept the Diocese of Portsmouth Safeguarding Policy. The link to the safeguarding e-manual <https://www.churchofengland.org/safeguarding/policy-and-practice-guidance> and the link to the Parish Safeguarding Handbook which brings into one place the key safeguarding responsibilities for parishes that are outlined in the House of Bishops' Safeguarding Policy and Practice Guidance <https://www.churchofengland.org/sites/default/files/2019-10/ParishSafeGuardingHandBookAugust2019Web.pdf> are found on the booking form. Hirers are required to ensure that children and vulnerable adults are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring.
- b. PCC and groups/organisations affiliated to the PCC (Category B above) must acknowledge and adhere to the Diocese of Portsmouth Safeguarding Policy (as at (a) above) or where specifically authorised by PCC, may be permitted to adhere to their own Safeguarding Policy, a copy of which must be provided at the time of booking.
- c. Groups not affiliated to the PCC but with a church connection (Category C above) must adhere to their own Safeguarding Policy, a copy of which must be provided at the time of booking.
- d. Outside groups Category (D above) are not required to evidence a Safeguarding Policy provided that children and vulnerable adults do not attend their events. If children and vulnerable adults do attend their events, then this group must follow the safeguarding practice in 16c above.
- e. Hirers must ensure they recruit staff and volunteers safely in accordance with best practice, and use the Disclosure and Barring Service to obtain DBS checks where eligible

f. The Parish Safeguarding Officer (parishsafeguarding@stbarnabas.org.uk) must be informed as soon as possible (within 24 hours) of any safeguarding concerns or allegations arising from hirers' activities.

Health and Safety

17. All hirers must take reasonable care to maintain the health and safety of all who attend their events. The hirer is responsible for ensuring that the premises are safe for the intended use. In particular, the following rules must be observed:

- a. All hirers must familiarise themselves with the location of the fire exits and with the Fire Evacuation Procedures. All fire exits must be kept clear and all internal fire doors must be kept closed at all times. No flammable liquids or articles, with the exception of table candles and tea lights, may be used in the Paterson Centre.
- b. Children must be supervised at all times and in particular children are not permitted in the kitchen except for supervised activities for which a risk assessment has been prepared. Kitchen equipment must be operated carefully and must be cleaned and switched off after use. Anyone with a pacemaker or implantable cardiac defibrillator (ICD) using the kitchen should be warned that the oven has an induction hob.
- c. If a fire is detected, hirers are responsible for evacuating the building and calling the Fire Service.
- d. Any accident causing injury must be recorded in the accident book provided, which can be found, together with a First Aid box, in the Paterson Centre kitchen, and reported as soon as possible. Should any accident occurring in or near the Paterson Centre be a reportable accident by law, the hirer undertakes to cooperate in the preparation of any paperwork for statutory authorities.
- e. Should any article or piece of equipment or part of the building appear to be unsafe, it should not be used and must be reported as soon as possible.
- f. Access to the Parish Office, cupboards (except for use of cleaning materials) or storage areas is not permitted except by prior arrangement.
- g. Any electrical equipment supplied and used by the hirer in the Paterson Centre must be safe to use.
- h. The Fire Evacuation Procedure is attached to this document.

Booking Procedure, Payment Terms, Cancellations and Refunds

18. Booking is normally made via the website www.stbarnabas.org.uk. This allows a provisional booking to be made which will be confirmed by email.

19. Invoices for booking will be issued, on receipt of the completed Booking Form. However, all bookings will be regarded as provisional and unconfirmed until full payment has been made by the hirer, at which point the booking will be "confirmed". Unless specifically agreed, payment in full is due not later than one calendar month prior to the date of use ("the due date"). Bookings remaining unconfirmed by the due date will be cancelled.

20. Cancellations by the PCC. The PCC will only cancel a confirmed booking in exceptional circumstances, or in accordance with paragraph 2 on page 1. The PCC will seek to give the hirer as much notice as possible and will discuss alternative arrangements. If no alternative can be arranged, a full refund will be made where applicable, other than in the case of a cancellation under paragraph 2 on page 1 where the PCC reserves the right to set off any pre-payments against sums owing to the PCC. The PCC cannot accept liability for any consequential loss arising from the cancellation of a booking by the PCC.

21. Cancellation by the Hirer

Where a confirmed booking is cancelled by the hirer, a full refund will be made where applicable provided that notice of not less than 7 clear calendar days is given. Cancellations giving shorter notice than this will be charged in full.

Fire Evacuation Procedure

IF YOU DISCOVER A FIRE ☐

Call the Fire Service by dialling 999 and informing them of your location:
The Paterson Centre Church Road, Swanmore Hampshire SO32 2PA

Fight the fire using the firefighting equipment provided if trained and it is safe to. ☐

Evacuate the premises via the nearest exit.

Make your way to the assembly point – the Churchyard outside the Paterson Centre

The person in charge at the time of the emergency is responsible for ensuring that the Fire Service has been called where necessary.

The person in charge at the time of the emergency is also responsible for ensuring that a church representative is informed by using any of the following telephone numbers:

Dave Lee Churchwarden 07941 777448

Janet Chant Churchwarden 01489 894942

Andrew Wilkinson Treasurer 01489 895870, 07973 404465