



## **ST JOHN THE BAPTIST CHURCH, PENSHURST TERMS AND CONDITIONS FOR THE HIRE OF THE CHURCH**

### **Safeguarding and Insurance**

The church's current **Safeguarding** policy statement is posted on the church website on the homepage. Hirers are required to read this and ensure that they have their own Safeguarding Policy where appropriate and procedures that are consistent with these standards. If children are involved in the hire, organisations are asked to provide a copy of their own statement at the time of booking. The hirer is required to ensure that children are protected at all times, by taking all reasonable steps to prevent injury, loss or damage occurring and ensuring all Child Protection checks are undertaken. The PCC accepts no responsibility for the user's failure to comply with these requirements.

The hirer is responsible for **insuring** the following risks related to the period of their hire unless they receive confirmation from the Benefice Administrator that the church's insurance will provide the cover: public liability, personal injury and loss of property.

All accidents should be recorded in the **Accident Book** located in the kitchen.

### **Damage**

The hirer is responsible for any **damage** caused to any part of the building used, and the furniture and equipment in it (including organ and piano) during the period of hire and thereafter, until the building has been completely vacated. All damage must be made good by the hirer.

Any damage must be reported immediately to the **Benefice Administrator** and details should be entered into the **Breakages Book** located in the kitchen. The organ may only be played by those suitably qualified by experience to do so.

### **Noise or nuisance**

Noise must be kept to a reasonable level at all times, giving due respect to the tenants' privacy in flats on upper level. The building shall not be used for any illegal or immoral purposes or to the nuisance or annoyance of neighbouring residents. It must not be used for **any purpose which is inconsistent with a Church of England property.**

### **Clean and tidy**

The building shall be left **clean, tidy** and the furniture and equipment returned to their proper place of storage after use.

All **kitchen equipment**, crockery and cutlery must be left clean and in its proper place; the hot water tap heating system should be turned off. Hirers are responsible for providing all consumables including tea, coffee and milk. The building must be left secure with all doors and windows shut and locked and with all lights out. Any keys that have been provided must be returned to the Rector immediately after use.

## **Organ and piano**

These instruments are made available to hirers in a condition of tuning which the Parochial Church Council believes is suitable for public performance. Should hirers wish a specific tuning immediately before their event, the Benefice Administrator will organise this to be carried out by the church's contractors, for the additional account of the hirer. (Guide prices: organ £185, piano £85).

## **General**

The **fire muster point** is located in the churchyard outside the south porch entrance.

**Nothing may be fixed** to the walls or woodwork of the building.

**No ball games** may be played at any time. **No smoking** is permitted anywhere in the building.

**No alcohol** may be brought into the building unless prior permission has been given.

The Parochial Church Council **reserve the right to refuse admission to anyone.**

The Parochial Church Council **reserve the right to cancel any booking at any time**, whereupon any payment made by the hirer shall be returned. No other monies shall be paid to the hirer in respect to any loss incurred through the cancellation of the booking.

## **To book**

To enquire about a booking, please email the Benefice Administrator on [office@highwealdchurches.org.uk](mailto:office@highwealdchurches.org.uk)