

## PARISH OF HAMSEY OFFHAM AND HAMSEY

### The Hall at St Peter's Church Offham Lewes BN7 3PX

Thank you for hiring St Peter's Church hall for your function(s). We trust that it will meet your needs. Please read the terms of hire below and sign that you have understood them and agree to abide by them. This is for the benefit of all hall users. Keep this agreement for your future reference.

If you notice something needs attention please let us know. Contact Church Wardens details as below.

#### KITCHEN

There is a refrigerator, cooker, hot water urn, and kettle. Hirers are responsible for leaving the kitchen in a clean condition with the urn and kettle emptied. No food or drink is to be left on the premises and all waste put into black plastic sacks within bins or separately and tied. The hot water is supplied by a heater which needs to be switched on (switch to the left of the window) and off after use.

#### TOILET FACILITIES

The toilet has an emergency alarm and the door can be accessed from the outside. Hirers are required to make themselves familiar with the mechanism to open the door from the outside if required. The alarm has a reset button on the wall in the toilet which will stop the alarm.

#### HEATERS

In winter month sufficient night store heaters should have been left on to provide a level of warmth in the room. If too cool, boost heaters in each of the four night storage heaters in the room can then be used to quickly raise the room to a comfortable temperature.

To activate the boost heaters:

- For each heater where boost heat is required make sure the wall boost switch is on (do not alter the adjacent night store switch please!), the switch on the right side of the heater must also be on, and finally the left-hand room temperature dial under the heater flap must be turned right up.
- Touching the "comfort control" on the wall next to the entrance will then activate the selected heaters\*.
- The comfort control has a timer and may have to be reselected.

\*Note: The comfort control switch has a preselected temperature within it, and the boost heaters will not come on if the room is already at this temperature.

#### **FIRE PREVENTION** It is against the law to smoke on these premises.

Two extinguishers are in the entrance lobby CO<sup>2</sup> for electrical fires; water for other materials. It is the responsibility of the hirer to make themselves aware of the location and appropriate use of the extinguisher.

The side door of the hall is the Fire Escape as is the main door. The ASSEMBLY point is the **LAWN IN FRONT OF THE CHURCH.**

#### **FIRST AID KIT**

This is situated in the kitchen

**In an emergency contact the services 999 and give the reference  
'Hall beside the church (St Peter) BN7 3PX'**

Hirers are reminded that they are responsible for any accident or injury arising out of the activity for which they have booked the premises. It is the responsibility of the hirer to ensure that the premises are safe for the purposes for which they intend to use them.

Hirers are required to complete details of any **accident or incident occurring** during their occupation of the premises which did or could give rise to injury, as soon as possible after the accident or incident but in any case, before the premises are vacated by the hirers after the event. A book is provided for this purpose and this is located in kitchen.

The following information should be recorded:

- 1 Name, address and telephone number of person(s) injured
- 2 Exact time and place of the occurrence
- 3 Detailed description of accident or incident, including a description of any apparatus or equipment involved
- 4 Name, address and telephone number of any witness(es) to the accident
- 5 Signed witness statements should be obtained if possible.
- 6 The hirer must notify the Hall Secretary, David Powell 07973 715034 [jimtuba@hotmail.com](mailto:jimtuba@hotmail.com); or the Church Warden 01273 890336 or The Rector Rev Anne Dunlop, The Rectory, Station Road, Plumpton Green, BN7 3BU 01273 890006 07929 571522 as soon as possible after the accident, but in any event within 24 hours. Any apparatus or equipment involved must be retained for inspection.

**Contacts:**

Hall Secretary,  
David Powell 07973 715034  
[jimtuba@hotmail.com](mailto:jimtuba@hotmail.com)

Church Warden:  
01273 890336

The Rector Rev Anne Dunlop  
01273 890006/ 07929 571522

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## Terms and Conditions

- 1 The hirer must have adequate third-party insurance cover. St Peter's Church will not accept liability for any accidents or other incidents which occur during the period of the hire, or for any damage to any of the hirer's equipment stored by agreement at the hall.
- 2 The hirer must comply with any legal requirements such as those applicable under Health and Safety legislation, and must obtain any licenses required for the activity concerned.
- 3 The hirer must pay in advance a fee of for the hire of the hall. (£12.00per hour)
- 4 The hirer must leave the hall in a clean and tidy condition and replace any chairs or tables which are used in their former position.
- 5 The hirer must pay for any damage to the hall, carpet, flooring, fixtures, fittings or furniture which occursduring the hire.
- 6 The hirer must ensure that the hall is left secure, all lights are turned off and that all windows and doors are locked at the end of the hire.
7. The key must be returned to the key safe, the numbers changed and the black weather protection flap lifted into in place.

I/we agree to the above terms and conditions.

Date of Hall Hire and name of event: .....

Signed..... Please complete both copies and retain one for your

information

Print Name .....

Contact Telephone number .....

Date: .....