



Hire of the Parish Centre





Parish Office, Forest Drive, CHELMSFORD, CM1 2TS t: 01245 355 989
e: widfordchurchtalk@gmail.com. w: www.widfordparish.com
Registered Charity No. 1128307. Widford Parish PCC

Dear

Hire of Widford Parish Centre

Thank you so much for your enquiry regarding the hire of Widford Parish Centre. This brochure contains the information you will need for your hire. You will be asked to attend ten minutes before your hire is due to start, BEFORE any of your group is admitted to the hall, in order to complete a check of the premises with the caretaker. This is to ensure everything is in good order before your hire begins. You will be asked to complete the same check at the end of your hire.

Fees are payable in advance and are £16 per hour plus a £12.75 Caretaker fee per hire.

If you have any further questions and/or queries regarding your hire or anything else you may want information about, please contact us. Please take the time to read the Terms and Conditions of Hire, they are important for your health and safety and for the people in your care whilst you are hiring our premises.

If you would like to proceed with the hire, please fill in, sign, and return

the Agreement (page 9), to me with your £50 Indemnity Deposit, at the parish office as soon as possible to secure your booking. Please ensure that the hire invoice is paid by the due date.

The Booking Form and returnable Indemnity Deposit are required to secure your booking and the invoice for the hourly charge is due to be paid by the date on the invoice

After your hire, and provided the Conditions have been met, we will return your deposit by post if it is in the form of a cheque, or you may collect it from the office if it is cash.

Please make cheques payable to Widford PCC, or you can pay by card in the church office.

The Church Office Staff



The Parish Centre and Office are situated at the Church of the Holy Spirit in Forest Drive.

The Parish Centre comprises of a hall, 3 meeting rooms, kitchen, toilets and a secure outdoor lawned area and is available for hire - please contact office for details.



We have free Bt Wifi which is easy to log in to.

The office is open:

Monday 9.15am - 12.30pm

Tuesday to Friday 10.30am - 12.30pm

t: 01245 355 989

e: widfordchurchtalk@gmail.com

Visit us at www.widfordparish.com

Terms

The door from the car park is your point of entry and exit (except in emergencies). You have the use of the toilets and – if previously agreed – the kitchen for cooking purposes only. Please do not use any other part of the building complex.

For your safety do not under any circumstances block doors marked “**FIRE EXIT**” with chairs, tables, toys or any other item likely to cause an obstruction.

All floors must be left clean. There is a large broom in the storeroom and in the kitchen you will find a dustpan and brush.

Beeches & Hylands Rooms—You must ensure that the sink area is left clean and dry. Please treat the soft furnishing with care and do not allow misuse.

TOILETS

- Toilets are to be left clean and tidy.
- Any puddles of water spilt on floors or around basins is to be mopped up.
- Toilets should be left clean & flushed.
- For all messy washing up jobs, i.e. paint pots etc., please use the sink located in the store room, and please leave the sink & floor clean.

KITCHEN

For safety reasons CHILDREN ARE NOT ALLOWED IN THE KITCHEN

Do not leave your washing up: -

- Unwashed.
- Draining.
- Clean and dry but left on the side. **WASH IT, DRY IT AND PUT IT BACK WHERE IT CAME FROM.**
- **Do not borrow anything from the kitchen.** The kitchen is in constant use and all items are there because they are needed by other organisations throughout the week.

Food and other belongings

- You may use the fridge during your hire, but please do not leave any food or other articles belonging to you either in the fridge or in the kitchen when your hire is finished. SUCH ITEMS WILL BE THROWN AWAY.
- Do not use any food, tea, coffee, and squash etc., stored in the kitchen without prior consent.

Hygiene (Health and Safety)

- The kitchen door is a fire door and **must not** be propped open. If ventilation is required, please open the windows and also use the extractor fan.
- Chairs are NOT permitted in the kitchen.
- The '**Hand Washing Only**' sink is for washing of hands only.
- Please ensure that the worktops are left clean and empty and that the floor is also clean.
- Empty the rubbish bin and replace the sack inside. Wheelie bins are situated in the Paddock, access via fire escape door in the Widford Room.

Breakages

Breakages must be paid for. If anything gets broken, please inform the caretaker or the office.

IF OUR CARETAKER OPENED THE PREMISES FOR YOU, PLEASE DO NOT LEAVE THE BUILDING UNTIL HE OR SHE RETURNS TO LOCK UP.

Accidents and injuries

The first aid box is situated in the kitchen. **Accidents / incidents MUST** be recorded on the slips provided and then passed to the office.

Conditions

1. THE HIRER will agree to be responsible for the supervision of the premises, the fabric and the contents, their care, safety from damage, however slight, or change of any sort. The behaviour of all persons using the premises whatever their capacity, including proper supervision of car-parking arrangements, so as to avoid obstruction of the highway.
2. THE HIRER shall not use the premises for parties beyond 9pm and shall not sub-hire, use the premises, or allow the premises to be used, for any unlawful purpose or in any unlawful way, nor do anything or bring onto the premises which may endanger the same or any insurance policies in respect thereof **nor allow the consumption of alcoholic liquor thereon without written permission.**
3. THE HIRER shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Local Magistrate's Court, and Child Protection Act or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment.
4. THE HIRER shall indemnify the Widford Parochial Church Council for the cost of repair of any damage occurring to any part of the property, including the contents of the buildings which may occur during the period of the hiring, as a result of the hiring.
5. THE HIRER shall be responsible for the care and safety of the members of their group/party.
6. THE HIRER does not have the right to sole use of the kitchen facility, which is to be used for cooking purposes only and other associated activities. **Children are not permitted** in the kitchen area and if any children do go into the kitchen, the Hirer is responsible for any consequential accidents. **Please note the kitchen doors are fire doors and should remain closed at all times.**

Widford PCC Agreement hire of premises at: -
Parish Centre,
Forest Drive, CHELMSFORD,
Essex. CM1 2TS

Please return to:
Widford Parish Office,
Forest Drive,
CHELMSFORD,
Essex.
CM1 2TS

(t: 01245 355 989)

Office opening hours: 9.15am to 1.15pm on Mondays & 10.30am to 12.30pm on Tuesdays to Fridays.

I/We would like to book: - the Widford Room/Beeches Room/Hylands Room
(delete as appropriate)

| |
|---------------------------|
| Purpose of hire: |
| Day, date & time of hire: |
| (The Hirer) Name: |
| Address: |
| Chelmsford, |
| |
| Telephone: |

I/We have read and agree to, the "Conditions of Hire"

I/We enclose £ 50.00 refundable indemnity deposit

Signed: _____ Name: _____.

Date: _____

7. THE HIRER shall ensure that nothing is attached to the walls or curtain fittings.
8. THE HIRER accepts full responsibility for the security of the complex and if, for any reason, the external door needs to be left unlocked during the hire period, **the hirer shall ensure that it is staffed at all times.**
9. THE HIRER must ensure that the **“NO SMOKING”** rule is adhered to throughout the complex including the grounds. **Please note:- The law prohibits smoking in all public places. A system of fines will be in place for all those not adhering to this law.**
10. THE HIRER shall ensure that **NO outdoor games or activities (e.g. ball games, roller blades, Heelies, skateboards etc) are played/used** inside the Centre.
11. IN THE EVENT of the Hall or any part thereof being rendered unfit for the use for which it has been hired, the Widford Parochial Church Council shall not be liable to the Hirer for any loss or damage whatsoever.
12. AT THE END the Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition **including toilet facilities.** Any contents temporarily removed from their usual positions shall be properly replaced, all lights and heaters shall be turned off, otherwise the Widford Parochial Church Council shall be at liberty to make an additional charge.
13. FUNDRAISING activities are NOT permitted on the premises.
14. WIDFORD PCC will make every effort to honour the use of the building; however, we reserve the right to cancel your hire in exceptional circumstances.
15. THE WIDFORD PCC ACCEPTS NO RESPONSIBILITY for injury or damage caused if you tap into our electricity supply.
16. Widford PCC reserves the right to terminate the hire and/or cash the indemnity cheque if it believes that there is a breach of any part of the contract.
17. THE WIDFORD P.C.C RESERVES the right to cancel this hiring in the event of the hall being required for use as Polling Station for a Parliamentary or Local Government election or Bye