

**ST NICHOLAS PARISH CHURCH
LANARK
CHURCH HALLS CONDITIONS OF USE**

PLEASE READ AND SIGN

1. **DEPOSIT** For “one off” lets a deposit of 50% will be charged on booking and will be deducted from the hire cost. In the event of a cancellation the deposit will be forfeited.
2. **PAYMENT** The invoice will be sent to the person named on the booking form. For “one off” lets, full payment must be received at least one week before the hall let. If full payment is not received, the let will be cancelled and the deposit forfeited. Full charge will be made if the bookings are not cancelled.
3. **CLEANING** You are required to leave the halls in the tidy and clean manner that you found them. Hall floors should be left clean and tidy after events. Failure to comply with this condition will mean that the let incurs a surcharge.
4. **SAFETY** The front door must be kept locked during any event and the bell rung for access. This applies to all groups.
In the event of a fire it is the responsibility of the hirer to ensure their event participants/group members safely evacuate the building. Hirers should make themselves aware of all fire exits and have a plan to safely evacuate all present paying particular attention to young children and those with additional support needs.
All relevant fire routes and exits must be kept free.
In the event of an accident, please complete the Accident book which can be found in the vestibule on the notice board. The church Secretary, Hall keeper or Minister must also be notified.
5. **LOSS, INJURY OR DAMAGE** The hirer is responsible for any damage done to the hall or its contents or for theft or loss of any contents. The hirer will pay for the replacement or repair of these. The Church will not be responsible for damage to property brought into or stored in the hall by the hirer, or for injury to any persons attending lets.
6. **CONSUMPTION OF ALCOHOL** At no time will alcohol be sold in, or brought into the premises unless permission has been granted by the Church. You may also need consent from the appropriate authorities.
7. **CHILDREN, YOUNG PEOPLE AND PROTECTED ADULTS** The hirers confirm that they are aware of the relevant legislation relating to safeguarding of children, young people and protected adults. They further confirm they have made themselves familiar with the Church of Scotland Safeguarding materials relating to work with Children, young people and protected adults and that they have an understanding of them. The hirers further confirm that they have adopted a recruitment procedure for working with these groups, which, where appropriated, includes the carrying out of Enhanced Disclosures (Scottish Criminal Record checks) or requiring staff, whether employees or volunteers to be members of the PVG

(Protection of Vulnerable Groups) scheme. It is agreed that if the hirers are found to be in breach of these undertakings, the Church has the right to terminate this agreement with immediate effect.

8. **KITCHEN** All foodstuffs must be removed from the kitchen and fridge at the end of the let. Food hygiene forms must be completed if food is provided during the hall let. These forms will be found in a folder in the kitchen. All children must be accompanied by an adult. The kitchen must be left clean and tidy after use.
9. **HOUSE RULES** The building is a no smoking area, including the use of e-cigarettes.

All rubbish must be removed at the end of the let and disposed of by yourself.

The small tables and children's chairs in the main hall are not church property and are not permitted to be used.

If using a bouncy castle, please ensure that a protective mat is placed under the castle to prevent damage to the hall floor.

Please encourage the use of indoor shoes when using the hall for activities.

Do not put any powders or chemicals on the hall floor, including Slipperine.

Once completed please return this form to the church secretary. Please keep a copy for your records.

SIGNED: _____ **DATE:** _____