**Community Rooms: Conditions of Hire**

Two Rooms available for hire together, which are the main hall and a smaller room behind.  In addition there is a kitchen and toilets (one disabled).

Hire includes use of the kitchen, including use of crockery etc. for making beverages and light refreshments.  If you wish to use the cooker please discuss and agree this with us at the time of booking.  We ask for items used to be left in the condition found.

**2.       Insurance**

Regular hirers and non church groups who use the rooms more than 3 times a year must take out their own public liability insurance: this is a condition of our insurers.  Proof of public liability insurance will be required.  Our Insurance may be able to provide this cover if you need it.  They can be contacted on 0161 833 9696

Individuals or groups, public or private, hiring the rooms for up to 3 times a year are covered for public liability by the Church’s insurance policy.

St Leonard’s Church Groups have public liability insurance as part of the Church’s insurance policy.

**3. The Key**

**The key** can be picked up from the Bookings Officer at a mutually agreed time. Please contact during the week before your event to agree a time to collect the key.

**4. Responsible person**

Hirers must nominate a responsible person who will take responsibility for all that happens during the hire. For regular users, one person must be named who will be present on each occasion of the booking.  The responsible person will be responsible for the key, opening up, turning the heating on and off, locking up, tidying up and leaving it in the condition they found it.

**5. Cleaning**

Please ensure that you tidy up after your let.  If, in the view of the Bookings Officer, additional cleaning is required after a let St Leonard’s reserve the right to charge extra for this.
**6.   Opening Hours**

The rooms will be available from 0800am until 1030pm.

Activities will however be required to end by 10.00pm allowing time for people to leave and the room to be cleaned..

**7. Damage**

Is to be reported and paid for. Do not simply replace what is damaged.

Please report immediately to the Booking Officer if the condition of any of the rooms on arrival is unacceptable.

**8.      No Smoking**

There is to be no smoking in any part of the Community Rooms

**9.     Alcohol**

The building is the property of the Methodist Church.  Alcohol must not be sold on the premises.

**10. Safety**

Note accident book.  Any accidents other than minor ones should be recorded in the accident book.

Note position of fire extinguisher, blanket and First Aid kit.

All leaders should have an emergency plan in case of fire in any of the rooms.  For regular users a fire drill is advisable occasionally.

**11.    Electrics**

In the event of the electrics failing (in part or whole), the electric trip switches are located in the little cupboard on the LHS of the door (behind pulpit).  Another set of switches are located on the left as you enter the small room. Please familiarise yourself with their operation.

Electrical equipment used in the Community Rooms is checked and certified as required by our insurers.  Groups are asked to ensure their equipment is in good condition and to have it checked annually

**12.    Child Protection Policy**

All regular (more than 3 bookings a year) groups involving children (under 18) are asked to submit their Child Protection Policy to the committee at the time of booking and to ensure that the correct ratio of adult leaders to children is adhered to at all times.

The hirer must ensure that all adults involved with children’s groups must be Criminal Records Bureau (CRB) checked.  The management committee will ask for evidence of this.  No adult may be left alone with children until they have CRB clearance.

13. Consideration for othersPlease ask your guests to leave quietly at the close of your event. Car doors banging and loud talk are disturbing to the local residents.

Please leave the rooms clean and tidy. In particular we ask you to ensure that the tables are wiped clean and that all refuse is tidied up and taken home: there are very limited facilities for waste disposal.  Also ensure that all heaters and lights are OFF on leaving.

**14 Hire Costs**

**A**  Community groups  all non-profit making local groups or individuals

Session rate

£8 per hour 1  May to 1 October, £9 per hour  1 October to 1 May

**B)** Commercial –any business use.

Session rate

£ 35 per 3 hours 1 May to 1 October, £40 per 3 hours 1 October to 1 May

**15  Storage.**

There are no storage facilities.  Please do not leave items behind.

**16 Rubbish**

**Please take all you rubbish home with you. Items for recycling may be put in the recycling bin outside the side door.**

**17 Comments**

Any comments regarding your hire should be addressed to the bookings Officer**.**

**We wish you a happy and successful function.**