



5. PCC's authorised representative: .....

B. **THE HIRER** agrees to observe and perform the provisions and stipulations contained or referred to in the PCC's Conditions of Hire for the time being in force and as annexed hereto and in such rules (if any) governing the use of the premises ("the Rules") and as the PCC may for the time being impose and of which the Hirer has been notified.

6. Organisation and/or Main Contact Name.....

Main contact DBS number (if applicable) .....

(NB St Gabriel's PCC only considers valid a DBS which has been undertaken in the last THREE years)

Address .....

.....

Telephone number .....

Email Address .....@.....

**Standard Conditions of Hire**

1. THE HIRER shall pay as a deposit at least one third of the cost of the booking. Such deposit shall only be refundable to the Hirer in the event of the PCC cancelling the booking. The PCC reserves the right to cancel the booking if exceptional unforeseen circumstances arise.
2. THE HIRER shall pay the balance of fees due before the conclusion of the booking, as may be directed by the PCC. If the Hirer wishes to cancel the booking and the PCC is unable to arrange a replacement booking, the PCC may at its absolute discretion refund the fees (less the deposit) but shall be under no obligation to do so. In the event of the PCC cancelling the booking all fees (including the deposit) paid by the Hirer shall be refunded.
3. THE HIRER shall ensure that the Rules (if any) governing the use of the premises are complied with.
4. THE HIRER shall during the period of hiring, be responsible for supervision and security of the premises, protection of the fabric and contents from damage, and the behaviour of all persons using the premises, including proper supervision of car parking arrangements (if any) so as to avoid obstruction of the highway.
5. THE HIRER shall be responsible for obtaining any local authority or other licences necessary in connection with the booking, other than those (if any) already held by the PCC.

6. THE HIRER shall be responsible for making adequate arrangements to insure against any third party claims which may lay against the Hirer or his/her organisation whilst using the premises.
7. THE HIRER shall be responsible for the observance of all regulations affecting the premises imposed by the Licensing Justices, the Fire Authority and the Local Authority or otherwise.
8. THE HIRER shall not sub-let or use the premises for any unlawful purpose or in any unlawful way or do anything or bring onto the premises anything which may endanger the premises, their users, or any insurance policies relating thereto.
9. THE HIRER shall indemnify the PCC in respect of the cost of repair of any damage done to any part of the premises including the curtilage thereof or the contents of the building during, or as a result of, a booking and in respect of any liability to third parties or otherwise arising out of the use of the premises pursuant to the booking.
10. THE HIRER shall, if selling goods on the premises, comply with all relevant fair trading laws and any local code of practice issued in connection with such sales.
11. THE HIRER acknowledges that no tenancy is intended to be created between the PCC and the Hirer and no relationship of landlord and tenant exists between them.
12. THE HIRER is reminded that they are responsible for any accident or injury arising out of the activity for which they have hired the premises. It is the responsibility of the hirer to ensure that the premises are safe for the purpose for which they intend to use them. THE HIRER must, in the event of an accident, complete the accident book located in: THE PARISH ROOMS KITCHEN, providing brief details AND also provide the information requested in part C returning the completed form without delay to THE PARISH OFFICE c/o ST GABRIEL'S CHURCH AND COMMUNITY CENTRE, HALL LANE L36 6BY or by scanning aforesaid signed documents to [stgabrielsvestry@gmail.com](mailto:stgabrielsvestry@gmail.com)
13. THE HIRER shall abide by the PCC Safeguarding Policy, signing the statement provided at the end of this agreement to acknowledge that this has been seen and that all concerns relating to abuse of vulnerable groups will be reported to the relevant statutory authority.

SIGNATURES
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AS WITNESS the hands of the parties hereto

SIGNED by the person named in paragraph 5 of the hiring agreement, on behalf of the PCC.

..... Date.....

SIGNED by the person named in paragraph 6 of the hiring agreement, on behalf of the Hirer.

..... Date.....

ACOMPANYING DOCUMENTATION

Please attach copies of the HIRER'S INSURANCE CERTIFICATE to this agreement Attached NO / YES

PART C – TO BE COMPLETED AND RETURNED IN THE EVENT OF AN ACCIDENT OR SERIOUS INCIDENT

THE HIRER(S) 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 hirer(s) after the event.

Person in charge/supervising at the time of the accident/incident: .....

Contact details of person in charge/supervising .....

Date:

If Person injured:

Name .....

Address .....

Telephone .....

Time of incident .....

Place incident occurred .....

Detailed description of accident / incident (including a description of any apparatus or equipment involved) *continue overleaf if necessary*

.....  
.....  
.....  
.....  
.....

**Were the emergency services called as a result of this accident/incident?**      **NO / YES** please circle

**Was the defibrillator machine used as a result of this accident /incident?**      **NO / YES** please circle

**Witnesses:**

Name: .....

Address: .....

Telephone: .....

Name: .....

Address: .....

Telephone: .....

(Signed witness statements should be obtained wherever possible)

<b>IF YOU NEED TO CONTACT US URGENTLY</b>
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If you need to notify us of something urgently or require assistance, please call the vicar or churchwardens:

- |                      |                              |
|----------------------|------------------------------|
| Canon Malcolm Rogers | 0788 431 7112 (vicar)        |
| Mr Keith Pendleton   | 0777 453 9892 (churchwarden) |
| Mr Dave Howard       | 0784 032 3658 (churchwarden) |

In the event of the FIRE ALARM sounding the building must be evacuated. In addition to the emergency services being called, please also notify us using the above numbers.



## PCC Safeguarding Policy Statement 2019-2020

Every person has a value and dignity which comes directly from the creation of male and female in God's own image and likeness. Christians see this potential as fulfilled by God's re-creation of us in Christ. This implies a duty to value all people as bearing the image of God and therefore to protect them from harm.

- We accept and endorse the principles set out in 'Promoting a Safer Church' and the Parish Safeguarding Handbook (available to view/download from the front page of our website [www.stgabrielshuyton.co.uk](http://www.stgabrielshuyton.co.uk))
- We commit ourselves to nurture, protect and safeguard all our members, particularly children, young people and vulnerable adults.
- We recognise that safeguarding is the responsibility of the whole church community.
- We undertake to exercise proper care in the selection, appointment, training and support of those working in both paid and voluntary positions with children or vulnerable adults, including the use of Disclosure and Barring Service (DBS) disclosures and making appropriate referrals to the Independent Safeguarding Authority.
- We will respond without delay to concerns or allegations that a child or vulnerable adult may have been harmed, cooperating with the police and social care services in any investigation.
- We will challenge any abuse of power by anyone in a position of trust.
- We will seek to offer pastoral care and support to anyone who has suffered abuse, developing with them appropriate pastoral support.
- We will seek to offer pastoral care and support, including supervision and referral to the proper authorities, to any member of our church community known to have offended against a child, young person or vulnerable adult.

The PCC of this Church agreed and adopted the above Policy at its meeting on 28<sup>th</sup> April 2019

The PCC shall review this policy annually at its Annual Parochial Church Meeting (usually held in April)

Signed:

.....  
Vicar

.....  
Churchwarden

.....  
Churchwarden

I / we agree that we will abide by the ethos of this statement and that all concerns relating to abuse of vulnerable groups will be reported to the relevant statutory authority.

Hirer

..... Date .....