



Church of the Holy Redeemer Boroughbridge Road, York

Hall User Guide

Revised 20/09/2020

GENERAL BACKGROUND

Welcome



Please note that this User Guide does not take into account any changes in arrangements due to Covid-19. Up to date special requirements are outlined in a separate document circulated with the Guide.

Welcome to the Church of the Holy Redeemer Hall.

The Church hall predates the church building having been built as the first church on the site in 1938.

It became a community hall in 1964 when the new church was opened and provides good community facilities, including a large hall with a capacity of 100 (the size of a badminton court), a small annex, toilets, modern and well-equipped kitchen and a committee room with a capacity of 12.

Our Church Hall is run by Volunteers who need your help to keep the facility in good condition, for everyone's benefit.

This Guide explains about the Hall and how to use it. The Guide gives more detail on how to observe the terms and conditions of Hire, as well as providing other useful tips and guidance to make your use of the Hall a good experience.

Key points are:

- Please be responsible in your use of the Hall and respect the accommodation, facilities and equipment;
- Please respect other users – it is for everyone now and for future generations
- Please leave the Hall and Garden in a clean, tidy and safe condition – this applies everywhere, but especially kitchen and toilets. The basic approach is to leave the room and the facilities as you found them, with all rubbish removed from the premises, so that it is ready to function for the next users.
- The Hall is run by volunteers – there is no-one to clean up after you!
- For safety and cost reasons, please switch off all electrical appliances and water taps before leaving the building.
- No supplementary heating appliances of any kind are allowed.
- As a Hirer, you are responsible for the health and safety of yourself and others using the Hall. Those booking the Hall must ensure that there is a clearly responsible person present at all events; and that any children (under 18) are properly supervised by an adult.
- Please take special note of the fire safety instructions. Do not under any circumstances switch off or cover up the emergency lights

AIMS OF THIS USER GUIDE

This guide is aimed at any individuals/organisations using or wishing to use the Hall. It is designed to ensure that those using the Hall get the most from it by:

- detailing the terms and conditions of use
- explaining various operational matters
- providing a range of background information which some users may need or find interesting
- offering an opportunity for feedback.

BOOKING HOLY REDEEMER CHURCH HALL

The Hall is available to non-church groups on a sessional basis which is charged at £45.00 per session. A session generally means use for a morning, afternoon or evening and includes access to and use of the facilities and the tables and chairs kept in the hall.

A Security Deposit of £30 is charged in addition to the hire fee and is refunded after the event, once it is confirmed that the Hall has been left in good clean condition, all lights and heating has been switched off, no damage has occurred and all rubbish has been removed from the premises. The deposit will be retained if these requirements have not been met.

Holy Redeemer Church Groups are charged at the rate of £8.00 per hour. A deposit of £15 is required for the provision of keys for regular hirers.

For smaller meetings and events, the Committee Room/Chapel can be made available at a charge of £25 per session.

Bookings can be made through our Bookings Secretary, Helen Ashby by telephone or email:

Tel: 07805 612995

Email: helen@holyredeemeryork.com

The hall is available on a first come first serve basis and therefore to secure your booking, you will need to complete and return the booking form along with payment in full as soon as possible. Until we have received your payment and booking form, we are not able to confirm your booking and reserve the right to release your dates to other hirers.

Payment may be paid by:

- cash
- cheque made out to 'PCC of the Church of the Holy Redeemer'
- bank transfer to Church of the Holy Redeemer, Lloyds Bank, sort code 77-71-02, account no 14835760
- credit/debit card at the church by prior arrangement

Payment by cash or cheque should be placed in a sealed envelope along with the completed Booking Form and posted through the letterbox in the Hall door.

Please note that you must be 18 years of age or over to hire the Hall or any part of the premises.

FACILITIES AVAILABLE

Entrance

Entrance is normally via the double doors at the left-hand side of the Hall building. This entrance lead into a small foyer area outside the Main Hall.

Main Hall

Approx. 16.5 m x 9 m

Can accommodate up to 100 seated at tables, 120 seated theatre style, with a maximum of 200 people allowed in the Hall at any one time.

Top quality wooden floor ideal for games, sports or dancing

Annexe

Approx. 7m x 3m with serving hatch from kitchen.

Wooden floor. Folding doors to main hall.

Committee Room

Approx. 5.3m x 4m. Suitable for a maximum of 12 people seated at tables or 20 people theatre style. Carpeted floor.

The Main Hall

There is another door into the Main Hall from the church, which should only be used for access to toilets in the connecting corridor.

Lights/Emergency lights

Main light switches are to the left of the double doors on entering the hall from the main entrance. The lights at the other end of the hall are operated from a separate switch next to the door to the church corridor. Please switch off all lights when leaving.

When the main lights are off, emergency access lights are on at all times. ***Please do not attempt to disable these or cover them up. This is a serious health and safety matter and any breaches of this rule will be taken seriously.***

There is a separate stage light, for which the switch is at the right-hand side of the alcove.

There are single plug sockets at high level on the left-hand side of the stage alcove, and on the left and right-hand sides of the hall at the opposite end.

The heating is operated from a fused switch at high level at the left-hand side of the stage alcove. Please ensure this is switched off before leaving the building. The heating in the Hall will be set to 18c (on the Hall's thermostat) and must not be altered without permission from either Clergy/Bookings Secretary/church wardens.

Should the power supply fuse for any reason the main circuit breaker is above the fridge in the kitchen and can be reset. If it will not reset, please report this to the Bookings Secretary who will contact the church warden for action.

Emergency exits

Emergency exits are the main door, a fire door on the left through the other double doors at the back of the hall, the kitchen and the corridor to the church. Please make sure that these

are all closed before leaving the hall. Do not obstruct the emergency exits or attempt to obscure the emergency lighting.

The Floor

There is a wooden floor which must be properly looked after. Therefore:

- if you spill anything only use a damp cloth or mop to clean up. **DO NOT USE OTHER CLEANING FLUIDS**
- do not drag chairs, tables and equipment across the floor; lift things wherever possible
- take care not to drop things or scuff the floor
- Stiletto heels and cycle shoes are not allowed.

The Annexe

The use of the annexe is included in the hire fee for the main hall. The chairs for the hall are stored in here, along with other material regularly used by the church.

The tables for the hall are stored in the store adjacent to the annexe.

The light switches are at the kitchen end of the annexe alongside a plug socket and the switch for the overhead heaters. Again, please make sure that these are all switched off before leaving the hall.

There is a serving hatch from the kitchen which opens from the annexe side. It is heavy, so please take care when lowering the hatch.

The Committee Room

The Committee Room can be used for small meetings and is equipped with chairs and folding tables.

Toilets

There are toilets at the back of the hall through the double doors opposite the entrance. A second set of toilets is located half way down the corridor into the church. At each location there is one unisex toilet and one accessible toilet (4 toilets in all).

You may not have exclusive use of the toilets depending on time of day and whether anyone else is using part of the premises. This may have implications for uses involving children, in which case appropriate arrangements must be made by you.

Kitchens

Use of the well-equipped Main Hall Kitchen is included in hire charges for both the Main Hall and the Annexe.

For the Committee Room and/or Lady Chapel, there is a small kitchenette adjacent to the toilets in the connecting corridor.

The main kitchen is equipped with:

- six ring gas hob with electric cooker with grill and two ovens.
- 750 watt microwave
- full height fridge/freezer
- kettles and a water boiler (of a type which does not have a risk of legionella)
- white crockery, cutlery etc for up to 50 people
- pans, dishes, utensils etc
- a double sink and a separate wash hand basin

- knives and scissors are stored in a locked drawer. A key is available on request.

There is a hatch and counter top between the Main Hall and the kitchen, to allow food and drink to be served direct (or used as bar if desired). In total, there is cutlery and crockery for about 50 people.

The fridge and freezer are at your disposal; but you may have to share them with other users.

Please use the kitchen responsibly, according to the following guidelines:

- Do not allow any children under the age of 12 to be in the kitchen.
- No animals at all are allowed into the kitchen.
- The small basin near the fridge is for hand washing only.
- Anything used should be scrupulously cleaned and returned after you have finished with it. All surfaces should be thoroughly cleaned and disinfected after use.
- Do not leave any food in the fridge or freezer.
- Please dispose of all waste in plastic sacks and remove them from the premises when you leave. The hall does not have dustbin facilities for hirers. Where rubbish is left on the premises, the cost of removal will be charged to the hirer.
- There is a First Aid kit kept in the hall.
- Take sensible precautions to prevent risk of fire. There is a fire blanket and fire extinguisher in the kitchen.
- Do not use the stand-alone water boiler for boiling small quantities of water; use a kettle.

The kitchenette is equipped with:

- Kettle
- Mugs
- Cutlery

The same regulations apply to the use of the kitchenette as to the main kitchen.

Please note that for safety and security reasons, if the Main Hall is in use, users of the Committee Room, Church or Lady Chapel must use the Kitchenette and may not have access to the main kitchen.

Tables and chairs

100 matching grey chairs are kept stacked in the Annexe.

12 grey upholstered chairs are located in the Committee Room.

There are 18 folding oblong tables in three different sizes and 12 small café tables available for users, which are stored on movable trolley's in the annexe store.

When you are finished, put the furniture back where you found it unless special arrangements have been made. Please wipe down any tables before putting them away.

Please be careful when moving furniture, to avoid damage to the floor, furniture, the building and yourselves. Trolleys are provided to assist in moving tables around.

USING THE HALL

You may not use the Premises for any purpose other than that described in the Hiring Agreement and shall not sub-hire or 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 anything which may endanger the same or render invalid any insurance policies in respect thereof.

No posters or advertising may be placed anywhere on the church building, church hall and vicarage room without prior written permission. Posters and advertising placed without permission will be removed.

Non-bio-degradable confetti should not be used in the church grounds.

You must ensure that nothing is done on or in relation to the Premises in contravention of the law relating to gaming, betting and lotteries.

Times of hire stated on the Schedule must be adhered to. Times of booking are deemed to include setting up / clearing away of rooms. You should ensure that they have allowed time for this in order that you have vacated the Premises within your hire time.

Access and security arrangements

You will need to arrange a time of arrival in advance and will need to arrive punctually. You will be met at the Hall by a keyholder who will let you into the Hall and show you round the facilities.

When you have finished your event and cleaned up, you may leave the Hall, ensuring that the latch on the Yale lock is in operation and that the door locks when you close it behind you. You do not need to worry about the mortice lock - our keyholder will return later to check the Hall and lock up.

In exceptional circumstances, it may be necessary for the Church to make a key of the premises available to the Hirer. In this event, such key will be handed to the Hirer and signed for on the date and time agreed between the Hirer and the Bookings Secretary. You must agree to return the key after use of the Premises, as instructed by the Bookings Secretary. You will be responsible for the key and will be asked to pay for a replacement should it be lost.

As the Hirer, you are responsible for the security of the premises and persons in it during the hire period. You must ensure that only authorised persons are allowed access to the premises. You are responsible for the orderly and safe admission and departure of all guests and the efficient supervision of the premises during the function. You will need to ensure that you have a suitable number of adults to act as stewards and that assistance is available at all times for those attending the function, particularly disabled persons.

Use of Kitchens

If food is to be prepared or served and/or if the kitchen is to be used, the Hirer becomes responsible for correct Health and Safety practices under the Food Safety Act of 1990 and any subsequent related regulations.

If professional caterers are employed (i.e. if a charge is to be made to the Hirer for catering services), their names and contact details must be supplied to the Church.

The kitchen must be thoroughly cleaned upon completion, and all waste foods / materials must be completely cleared off the premises and grounds. The Church reserves the right to levy a cleaning charge (deducted from the security deposit or claimed against the Hirer) if this is not done.

Use of Church equipment

Any failure of equipment belonging to the Church must be reported to the Bookings Secretary as soon as possible.

Use of externally sourced equipment

Bouncy castles, discos and other equipment may be used in the hall, but the responsibility for their use lies with the hirer. The PCC liability insurance does not cover the use of externally provided equipment.

Any personally owned or externally supplied electrical equipment must have been PAT tested before use and a certificate must be provided by the hirer.

Cleaning up

It is an obligation to sweep up, remove any debris, mop up etc. and leave the Hall and Garden clean and tidy.

A dustpan and brush is located underneath the sink in the main kitchen. Brushes, mops and a Henry vacuum cleaner is stored in the annexe store.

Please ensure that you take all rubbish away with you on leaving the premises. Failure to do so may result in your deposit being retained.

Accidents

There are First Aid kits kept at the back of the Hall in the Main Hall Kitchen. If you have occasion to use either of these, please enter it in the incident book on the shelf in the Main Hall so that items used can be replaced.

All accidents, other than those of a very minor nature, must be recorded in the accident record book to which the all staff and the Church Wardens have access. The Hirer must also report all accidents involving injury to the public to the Bookings Secretary as soon as possible. Certain types of accident or injury must be reported on a special form to the local authority. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). The Hirer should familiarise themselves with these regulations in the event of an accident or injury.

Serious accidents should be dealt with through the Emergency Services.

There is an emergency contact list near the end of this document.

No Smoking

The Hall and its exterior areas are a “no smoking” area. It is against the law to smoke anywhere in this public area. This ban extends to the front entrance porches, the rear garden and the car park. All users are expected to enforce this rule.

Where cigarette ends are found on Church Premises, the cost of their removal will be charged to the hirer.

Electricity and water

Heating and use of water and electricity are included in the hire charge. Please use both with care, in the interests of the environment and to help us keep our costs down.

WIFI

There is a WiFi system in the Hall and the Committee Room. Access is controlled via passwords which can be provided on request.

Music

The Hall has PRS and PPL licences allowing use of live and recorded music. These apply to all Hall users.

However, anyone playing recorded music as part of an event for which a fee is charged (such as an exercise class) may need to have their own licence.

All music is to be kept to a reasonable volume and should not cause nuisance or disturbance to local residents.

All music must stop at 11.45pm at the latest.

Car Parking

Car parking is available in the Church Car Park but this is limited. If there is insufficient car parking for your function, please make alternative arrangements for your guests to park in local side streets and walk to the Church. Please do not park on Boroughbridge Road or on the grass outside the Church premises, which may lead to a parking ticket.

Consumption and Sale of Alcohol

The Hall does not have a licence for the sale of alcohol.

Where alcohol is provided for sale at an event or activity, a licence must be obtained by the event organiser and the licence provisions must be observed. As well as direct sales across a bar, any supply of alcohol which is linked to purchase of some other item or is included in the entry fee etc is classed as sale of alcohol.

Where any hirer of the Hall intends to provide, or sell alcohol at an event, then they must

- state this in their Booking Confirmation Form
- provide a copy of the licence to the Bookings Secretary
- certify in their Booking Confirmation Form that they have read these provisions and will abide by them
- ensure that anyone engaged in the sale of alcohol is aware of these provisions

- They must ensure that:
 - small measures as follows are available and this availability publicised:
 - beer or cider - half pint
 - gin, rum, vodka or whisky - 25ml or 35ml
 - still wine in a glass - 125ml

- unless the drinks in question are sold or supplied in pre-sealed bottles or cans
 - there are no irresponsible promotions of alcohol
 - there is no dispensing of alcohol directly into customers' mouths
 - tap water is available at no cost
 - people who are under 18 are not served; individuals who appear to be under the age of 18 years of age must produce on request (before being served alcohol) identification bearing their photograph and date of birth
 - alcohol is never served to anyone who is drunk or disorderly
 - people leave the premises in a quiet and orderly manner and do not cause any disturbance to neighbours
 - the hirer of the hall will be held responsible in the case of any complaints or damages caused by the consumption of alcohol and the booking deposit may be retained by the PCC.

Liabilities and Insurance

The Church shall not be liable for any loss due to failure in supply of electricity, gas, leakage of water or fire, Government restriction or Act of God, which may cause the Premises to be closed or the hiring to be interrupted or cancelled.

The Church accepts no responsibility for any loss or damage, including personal injury and death, resulting from your activities or from the storage of equipment belonging to you.

As Hirer you are responsible for:

- the cost of repair of any damage done to any part of the premises including the curtilage thereof or the contents of the premises, loss of revenue from any damage and any consequential loss.
- all claims, losses, damages and costs in respect of damage or loss of property or injury to persons arising as a result of your use of the premises (including the storage of equipment).
- all claims, losses, damages and costs suffered or incurred as a result of any nuisance caused to a third party as a result of the use of the premises by the Hirer.
- You may take out adequate insurance to insure the Hirer and members of the Hirer's organisation, invitees and any third party against all claims arising as a result of the hire.

Safeguarding

If your activities involve children or vulnerable adults, then you are required to ensure that they are protected at all times, by taking all reasonable steps to prevent the occurrence of any injury, loss, damage or harm. You must adhere to the Church Safeguarding Policy.

The Church Safeguarding Policy is available on the noticeboards in the Hall and in the Church Porch.

Other Policies

The Church also has Policies covering, amongst other things:

- Health and Safety
- Equal Opportunities
- Environment

These policies are available on request. We expect all people who book and who use the Hall to comply with them.

FIRE SAFETY RULES AND PROCEDURES

On arrival, all Hall users should familiarise themselves with the location of fire exits, fire alarm points and fire extinguishers, and with the fire safety instructions posted in the building.

Organisers should brief themselves and those for whom they are responsible, on fire safety and evacuation procedures. Special attention must be given to the requirements of any people with disabilities.

You must ensure that there are no obvious fire or other hazards jeopardising the safety of any person or which could cause damage to the premises or surrounding buildings.

Doors are not to be wedged open, nor gangways blocked. All exit doors from the premises must be kept unfastened (except permitted crash bars etc) and exit routes left unobstructed during the function.

Conduct within the Hall must avoid fire hazards. No supplementary heaters of any kind are allowed. Electrical sockets must not be overloaded. Stoves etc must be switched off when not in use and kept under observation when in use.

Candles and naked flames are not allowed.

Flammable material must be handled, transported, stored and used properly.

Flammable substances shall not be brought into or used in any portion of the premises or surrounding buildings.

No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) may be erected without the consent of the Bookings Secretary.

You will need to ensure that responsible persons are instructed and available at all times to operate the fire alarm system, and the fire extinguishers, and to conduct an evacuation procedure.

The Hall is equipped with smoke detectors.

An air horn is available for sounding an alarm.

The assembly point for a roll call after evacuation is the car park at the front of the Hall. Nobody should take risks in re-entering the building.

No smoking at all is allowed anywhere on Church premises.

Do not obstruct the emergency exits or attempt to obscure the emergency lighting.

MONITORING, COMPLAINTS AND COMPLIMENTS

Monitoring records/registers

As we occasionally seek funding for grant-giving bodies we maintain monitoring reports on how the Church Hall is being used. Therefore, from time to time we ask users to complete questionnaires relating to their use of the hall.

The information is carefully analysed by the PCC, who produce reports at regular intervals on use of the Hall by various groups of people.

Feedback/complaints

We are always interested in feedback on your experience of the Hall, positive or critical.

If you do have any cause for complaint, please mention this to the Bookings Secretary.

Cancellation

The Church or Civil bodies may require the premises at short notice. Although such an event would be rare, the Church cannot be liable for compensation or otherwise, although you can be assured that every attempt would be made to find alternative accommodation for you.

In that event, any payment and / or cost of hire will be returned and the Church will be under no further liability to you. Please note that the Church reserves the right to cancel the booking at any stage, if it becomes apparent that the event is contrary to the information disclosed on the booking form. If such cancellation has to be enforced by the Church, the Hirer may remain responsible for the full cost of hire.

If you need to cancel your booking, please contact the Bookings Secretary as soon as possible. If your cancellation is more than two weeks prior to your event, your booking fee and deposit will be returned to you. If your cancellation is less than two weeks before the event, your security deposit will be returned to you but your hire payment will be retained

Contacts for the Church of the Holy Redeemer:

Vicar:

Rev Simon Biddlestone,
St Mary's House,
Church Street,
Church Fenton LS24 9RD
Email: revsimonbiddlestone@hotmail.com

Treasurer:

Guy Baragwanath
Tel: 01904 794230
Email: guy@holyredeemeryork.com

Church Wardens

Becky Philpott
Tel: 07792 045840
Email: becky@holyredeemeryork.com

Ken Parkin
Tel: 0786422188
Email: ken@holyredeemeryork.com

Bookings Secretary

Helen Ashby
Tel: 07805 612995
Email: helen@holyredeemeryork.com

Website:

<http://holyredeemeryork.com/>

Address:

The Church of the Holy Redeemer,
108 Boroughbridge Road,
York,
Yorkshire,
YO26 6AB

Church of the Holy Redeemer, York

Premises Hire Contract

Schedule

For the purposes of this contract the 'Church' is the Parochial Parish Council of The Church of the Holy Redeemer, Boroughbridge Road, York YO26 6AB.

The Bookings Secretary is Helen Ashby, who may be contacted at 141 Manor Drive North, York YO26 5SD, helen@holyredeemeryork.com or on 07805 612995.

Name of Hirer (the 'Hirer'):

For the purposes of these conditions, the term 'Hirer' shall mean an individual hirer or, where the hirer is an organisation, the authorised representative.

Name of Organisation (if any):

Sian Mortimer

Address:

255 Chapelfields Road, York, YO265AE

Daytime Phone: 07557408543 **Evening Phone:**

Email address:

sianm17@live.co.uk

Purpose of Hiring (please state fully, and include any specific room requirements):

Daughters 8th Birthday party

Premises required (the 'Premises'): (delete as appropriate)

~~Church / Church Hall with annex and kitchen / Committee Room with kitchenette / Lady Chapel~~

Date(s) required: 21/10/2022

Time Required (please enter time for opening and closing the church, including setting up and tidying away. The Hall is typically available from 1230 onwards):

16:30 - 20:30

Approximate number of guests/participants:

50

Will alcohol be served at the event: ~~YES~~ / NO (please read Hall User Guide for terms and conditions)

Name of responsible adult present at the event:

..... [Sian Mortimer](#)

Mobile no. for responsible adult present at event:

..... [07557408543](#)

Email for hirer: sianm17@live.co.uk

Regular Hire of Premises:

If you wish to hire the Premises regularly, please state how often:..... [n/a](#)

NB If you wish to hire on a regular basis we require 2 weeks' notice of cancellation.

Days of week and times:

.....

Start date: End date:.....

Please note the hiring fee may be varied from time to time. Regular hirers will be given 28 days' notice of any variation in fee.

Regular bookings may have to be cancelled by the Church. The Church will try to give as much notice as possible if a booking is to be cancelled. If the booking is cancelled, the Church will endeavor to find alternate Church premises, however if that is not possible, then the cost of the booking for the cancelled period will be refunded but no further liability will be incurred.

Cost of regular hire of the Premises is £ session / day / week / month / year

Deposit

A security deposit of £....30..... is required to be held against any damage caused by a breach of this contract. In particular, but not restricted to, any failure to leave the premises clean, tidy, and un-damaged. This deposit will be returned in full within 28 days of completion of this contract, providing no claim for damages is made.

Cost of hire
.....

Security Deposit ([payable as separate cheque](#)) £30.00

Total

Payment is due on or before

Cheques for hire of the premises should be made payable to 'Church of the Holy Redeemer PCC'

Otherwise, payment may be made direct to our bank account please contact us for details

I confirm that I have read the Church of the Holy Redeemer User Guide and I agree to abide by the terms and conditions set out therein.

Signed by the Hirer



Please print name:

Sian Mortimer

23/09/2022

Date:

Signed On Behalf of the Parochial Church Council:



Helen Ashby

Please print name:Helen Ashby, Bookings Secretary

Date:

Please note that we may need to vary terms of this contract at any point in time but reasonable prior notice will be given to all hirers. This contract constitutes permission only to use the Premises and confers no tenancy or other right of occupation on the Hirer.