

All Saints Church - General Conditions of Use of All Saints Facilities

The User shall at all times ensure the facility is used be responsible for:

1. The period of use does not extended beyond 12.00am midnight on any given day. Unless by prior agreement all property of the user and its agents and all guests must be vacated before the end of this period of authorised use.
2. One person must be designated as a Fire Warden for the duration of the hire. This person must be aware of the evacuation procedure and where the fire hoses and fire extinguishers are located. It is important that the designated person knows how many people are at the event and in the unlikely event of an emergency requiring evacuation this person must do a head count after all people have left the building to ensure there is no-one left behind.
3. The Hall must be left tidy at the end of the agreed time.
4. Hireage of the hall does not allow for anyone to have free access to the rest of the building beyond the hallway door connecting to the Church auditorium. Only an authorised adult has access for use of the emergency telephone or the first aid kit.
5. The user is responsible for the proper conduct of everyone using the facilities during the period of use and shall do his/her best to prevent anyone causing an annoyance or Inconvenience to other persons and the neighbourhood. Music must be kept to an acceptable level. Particular attention is to be paid to bass levels of any music.
6. For safety reasons small children must never be allowed in the kitchen and must be kept under adult supervision at all times.
7. Avoid any action which would cause damage or allow damage to the facility. The user is responsible for all damage done to the area hired (including any fixtures, fittings, furniture and any other articles) during the period of use. All damage and breakages must be reported to the Parish Administrator.
8. No nails, screws, bolts etc may be driven into the walls and fixtures of the Church complex.
9. The hall must be cleaned, all crockery washed up and put away and all tables and chairs and other furniture and equipment returned to where they are normally stored before the end of the period of use. Floors are to be vacuumed and mopped, and bins are provided for 'usual' amounts of rubbish. Any extra needs to be removed by the user. Please ensure all food scraps are taken away.
10. Cleaning equipment is kept in the cleaner's cupboard which is located by the Cecil St door. This cupboard contains cleaning fluids and **must be accessed only by an adult and must be locked at all times**. The key to the door is hanging on a hook at the top of the door frame. Please ensure the key is replaced after use.
11. In common with all public buildings smoking is not permitted anywhere in the building or on Church grounds.

12. Please leave the facility securely closed and locked with all lights, heaters and other appliances turned off.
13. It is a legal requirement that there be NO furniture or anything else left blocking EXIT doors.
14. All Saints Church is first and foremost a place of Worship and as such events such as weddings and funerals take priority over any other use of the complex. It is understood by the hiring party that in the event of a funeral limited notice can be given by All Saints Church and the hiring party will have to make alternative arrangements for that day. In an instance such as this, All Saints Church will refund the cost of that day's hire or provide a day in lieu by arrangement with both parties.

Please sign below to indicate your compliance to these conditions of use of the building.

I have read and understand the requirements of hireage of any and all parts of All Saints Church Complex.

I have been informed by a representative of All Saints Community Church of the location of the fire hoses, fire extinguishers, evacuation notices, first aid kit and emergency phone.

I agree that no alcohol will be consumed on the premises unless prior permission has been granted by All Saints.

User or Representative responsible for care of building during hireage

Group Name:

Representative Name:

Signature:

Contact details:

Ph:

Email:..... Date:

For Enquiries please ring the All Saints office on 07 849 5104. For Emergencies please call Michael Ferri on 07 849 5804