

Terms and Conditions, Portswood Church, Portswood Road, Southampton, SO17 2FY

1. The Hiring Agreement

The booking confirmation details must be read carefully by the hirer on receipt. Payment of your booking deposit will be taken as confirmation of your acceptance of these terms.

2. Booking fees

- 2.1 There is a booking fee as discussed and agreed with you in accord with Portswood Church current fees. Please make sure the full fees are with the Booking Administrator at least 48 hours before your event. Usually a minimum 25% of the full fee will be required as deposit to secure your booking, ideally online by Bacs or card but can you pay with cash or cheques payable to Portswood Church through the Church office.

3. Publicity and promotion

- 3.1 Any outside group using publicity material and/or making public service announcements in which the Portswood Church name is used must have prior approval of the Bookings Administrator.
- 3.2 Where applicable, the sale of admission tickets to the event must be handled by the user with the approval of the Bookings Administrator.
- 3.3 Postings must have prior approval of the Bookings Administrator and be attached with green frog tape only (provided by the church).

4. Facility use guidelines

- 4.1 All hirers of Portswood Church need to be aware of basic safety information. This guide is for leaders of groups making use of Portswood Church and should be followed to help ensure the safety of all involved in using the property. A copy of the health and safety policy is available on request.

5. Security and entry

- 5.1 Where applicable, main access to the church is by the side door in the drive and the forecourt front door. Your caretaker will let you in at the start of your session unless prior arrangements have been made with the Bookings Administrator to release you a

key. Group members arriving after this can then be let in at the side door or you may wish to use the fire exit door at the front of the church. This must be continuously manned by a nominated person to regulate entry to your event. Once your group has assembled the front fire exit door should be closed. At no time should these doors be left open and unattended. If you have been issued a key you must ensure that the church is securely locked up, all windows closed, lighting off, fans off, and heating off when you leave.

6. Keys

6.1 If necessary, the Bookings Administrator will provide you with a key to the church. Your key will only access those areas of the church that it is appropriate for you to have access to. If you need to change your level of access please talk to the Bookings Administrator.

6.2.1 The key is your responsibility and a £25 deposit is required before issue, refundable on return of key. Please do not leave your key lying around. If you lose your key, please inform the Administrator as soon as possible. In these circumstances you will lose your deposit. The key is your responsibility.

7. Capacity

7.1 The maximum capacity for the main hall for fire safety reasons is 260 persons. The maximum capacity for the rear hall is 40 seated, or 60 standing. You must not exceed these capacity limits.

8. Fire safety

8.1 The front, side and kitchen doors are self-locking fire exit doors and should be used for quick exit from the building in case of fire. Fire extinguishers are located in the Main Hall, front foyer, rear kitchen and other locations. Please familiarise yourselves with the nearest fire exits for your group on arrival. Smoking is generally not permitted on the premises. Our Muster point in the event of a fire is the BT carpark next door. For full details, please refer to the Portswood Church Fire Safety Policy, reference HS-007.

9. Cleaning & breakages

9.1 The church and outside area will be in a clean and tidy condition ready for your event. Please ensure that the premises are left in a similar condition when you leave including emptying bins. Your caretaker will ensure that you have access to cleaning equipment needed. Seating may be rearranged to suit your event but must be returned to the original layout before you leave.

9.2 If you have any accidental breakages/spillages please clear these up immediately, where possible. Please let your caretaker or the Bookings Administrator know as

soon as possible if an incident occurs. We may ask you to cover the cost of any necessary repairs and replacements.

10. Prohibitions

- 10.1 Smoking is strictly prohibited in the outside play area but is allowed outdoors down the side of the building near the sheds.
- 10.2 Consumption of alcohol is generally not permitted on the church premises but may be allowed for special events by request (e.g. after a wedding service). Please ask before bringing alcohol on to church premises.
- 10.3.1 Helium-filled balloons are not permitted in the Main Hall as these can become caught up in the ceiling fans causing them to stop working. It can also set off our smoke alarms.

11. Personal possessions

- 11.1 We suggest that valuables and personal possessions are kept in a secure location at all times when the general public has access to the church.

12. Vulnerable people

- 12.1 You are responsible for the care of vulnerable people (including children, the elderly and the disabled) attending your event. You must ensure that vulnerable persons are appropriately supervised. The Portswood Church Safeguarding policy must be adhered to at all times (and is available on request or see below).

<https://docs.google.com/document/d/1C6DRcC09a7iRcqQkV-fhp7Iz9aVe7ZTx/>

13. Facilities

13.1 Kitchen and audio-visual equipment

- 13.1.1 If you require use of kitchen or audio visual facilities you should have stated this on your booking form. We are unable to provide support for the use of any audio visual equipment so please ensure that you have someone in your party able to use equipment requested. You will be responsible for covering the cost of repairs and replacements if there are any breakages.

13.2 Kitchen hygiene and food safety

- 13.2.1 If your event includes use of the kitchens please make sure that:

- a) You use normal accepted standards of hygiene and cleanliness for food preparation, cooking and serving
- b) Food waste and packaging is collected in black bin bags and placed in wheelie bins at the front corner of the church. We have a glass recycling box by the main external bins.

- c) Work surfaces, cooker and floors are cleaned and left in a tidy condition
- d) All crockery and cutlery is thoroughly washed, dried and returned to cupboards/drawers that they came from
- e) The fridge is emptied of your food and left in a clean condition. If you are happy to leave anything, please label that this is for general use.

13.2.2 For further details, please refer to the Portswood Church Food Safety Policy, reference HS-003 (available on request).

14. Parking

14.1 There are a very limited number of parking spaces available at the front and side of the premises. If you need these spaces kept clear for your event, you must request this at the time of booking and visitors passes will be issued on arrival.

15. Disabled facilities

15.1 Access is available to wheelchair/mobility scooter users through the front of the church and the side entrances have built-in concrete ramps. One wheelchair is available at the church and should be requested if required. There is a disabled WC in the foyer outside the main entrance hall and also upstairs at the back which can be accessed via a lift. There is an induction loop system in place which works when the PA system is used.

16. First Aid

16.1 First Aid kits

16.1.1 First Aid kits are available in each kitchen/kitchenette.

What to do if someone needs First Aid:

- a) A responsible person (with First Aid training if possible) should take charge
- b) Provide First Aid
- c) Call the emergency services if necessary
- d) If First Aid is required by a child inform their parent/guardian as soon as possible
- e) Record details of the incident in the accident report book located in each of the church kitchens with the first aid kits and inform the Booking Administrator of the incident immediately.
- f) Please note that we have a defibrillator on the front of our building which can be accessed using the code: 0000 or ringing 999 for this code.

17.2 Serious incidents

17.2.1 If a serious accident occurs (e.g. a broken limb) it may be necessary to inform the relevant authorities and/or insurers. The Bookings Administrator should be informed so that the incident may be reported to the Health & Safety Executive – booking@portswood.org or 02380 399 658.

17.2.2 In case of emergency please contact either: Gez Perry (Pastor): 07486 660 029
Or Louise Flocks (Pastor): 07886 453 579 or Sarah Bradley (Church Administrator/Building Manager) 07971007848

17.2.3 Your responsibilities

- a) You must know where the First Aid kits are kept
- b) You must record any First Aid incident in the First Aid log
- c) You must inform the Bookings Administrator of a serious accident.

18. Check the building before leaving

18.1 If you are the last person to leave the church building, you must check that the building is empty before locking up. Please also lock all internal doors, ensure all fire doors are closed, shut all windows; turn off all fans, lights and electrical equipment that you have used.