

GREENBANK PARISH CHURCH



Single Occasion Facilities Booking Form

TERMS AND CONDITIONS

ACCOMMODATION BOOKED

Tenants are not permitted to occupy any other room, hall or use the outside areas unless previously agreed as part of the let.

PERIOD OF OCCUPATION

The period of time of the let will be only as noted above. Charges apply from the time of access to time vacated. **It is an essential condition of the let that Tenants shall not access the premises before the agreed start time of the let** and shall completely vacate the premises and remove any equipment and property brought onto the premises by themselves and by those they have allowed onto the property by the end of the period of the let. Please ensure your booking time allows for any setting up or clearing away after an event.

INSURANCE

The Tenants shall be responsible for providing adequate insurance cover for themselves, those associated with them and their equipment and any other property they bring into the premises in connection with their use of them. They shall be responsible for providing adequate public liability insurance cover in respect of their use of the premises.

CHILDREN, YOUNG PEOPLE AND PROTECTED ADULTS

The Tenants confirm that they are aware of the current relevant legislation relating to the safeguarding of children, young people and protected adults. They further confirm that they are familiar with and will follow the provisions contained in the Church of Scotland Safeguarding materials relating to work with Children, Young People (under 18 years of age) and Protected Adults and, where necessary, have adopted a recruitment procedure which utilises the current PVG scheme. It is agreed that if Tenants are found to be in breach of these undertakings, the Landlord shall have the right to terminate this agreement with immediate effect.

INDEMNITY

The Landlords shall not be responsible for any loss, damage or claim by any party of any kind, including claims in respect of deficiency in respect of the premises themselves arising out of this let; and the Tenants shall indemnify the Landlords (including the Trustees vested in the premises) against all such loss, damage or claims. Any damage to the church property during occupancy of the premises will be made good by Greenbank Parish Church and the cost of this will then be charged to the user, person or organisation responsible.

KITCHEN AND FOOD HYGIENE

Use of the kitchen facilities must be specifically requested at the time of booking. Users must satisfy the Halls Convenor that use of the kitchen will be supervised by a person or persons holding at least a basic qualification in the handling, processing and preparation of food as recognised by The Food Standards Agency, and that they are familiar with their duties under the Food Safety Act 1990 and undertake to comply with the same. These conditions need not be met if preparation of tea or coffee only is required. The kitchen must be left in a neat and tidy condition at the end of the period of use, with all rubbish and food removed from the premises.

PIANOS

Pianos may be available for use on specific request only by competent players. If such permission is sought the player must be named on the booking form. Any damage will be the responsibility of the Tenants.

HEALTH AND SAFETY

Tenants must familiarise themselves with signage showing location of First Aid boxes, Accident Book, Fire Exits and Procedures in Event of a Fire and be responsible for accounting for the number of persons in their organisation and recording of any accidents. Any portable electrical items brought in for use on the premises must be tested annually and have a current PAT Certificate available for inspection.