

Paignton (Palace Avenue) Methodist Church

Terms and Conditions relating to the Hire of Rooms

(Please print and retain for your records)

1. All bookings shall be made through the Lettings Secretary and must be confirmed in writing before occupancy. The purpose for which the premises are to be used must be clearly stated when the booking is made. The Church Council may ask for details of the programme of any form of entertainment to be given on the premises. Any notices or posters concerning bookings must be authorised and their location agreed by a Church official before being exhibited either inside or outside the premises. Nothing should be affixed to the walls in any of the rooms.
Any Hiring inconsistent with the standards of the Methodist Church will be terminated immediately and without notice.
2. Rooms shall be only be occupied for the period for which they are booked and no other rooms shall be used. (If it is found other rooms have been used then an additional charge will be made.)
3. All bookings are made and accepted on the express understanding that the hirer may be asked to give up the premises if they are required for special Church occasions.
4. **No intoxicating liquor shall be brought onto the premises at any time.**
5. Gambling – Minor forms of gambling (raffles, amusements with prizes, bingo etc.) are allowed subject to the following conditions –
 - a. None of the prizes may be cash prizes or intoxicating liquor.
 - b. The total value of the prizes must not exceed £50.00.
 - c. The sale of tickets or chances in the raffle etc and the announcement of the results must take place during the course of the event. (Thus it is not permitted to sell tickets door to door or before the event in any way).
 - d. The raffle etc. must not be a substantial inducement for people to attend the event.
6. **Smoking on the premises is strictly forbidden and contravenes the “Smoke-free (Premises and Enforcement) Regulations 2006”.**
7. **All Fire Doors and exits to the premises must be kept clear at all times.**
(See also the Fire Evacuation Procedure Card provided in each Room and the Annexe to these Terms and Conditions detailing the Fire Escape Routes – the Annexe forms an integral part of these Terms and Conditions relating to the use of Rooms.)
8. **Hirers must provide their own Stewards to ensure that their own occupants evacuate the premises safely.**
9. **At the commencement of occupants activities a statement must be read out by the leader from the Fire Evacuation Procedure Card provided in each Room.**

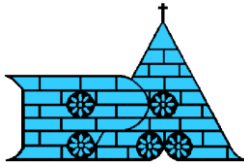
10. **No testing of the fire alarms will be carried out during the occupancy of the Rooms.**
11. No goods or other items may be kept on the premises and **ALL** rubbish and unsold jumble etc. must be removed by the hirer. Failure to abide by this ruling may incur an additional charge. The Church Council reserves the right, and without notice, to dispose of any property left on the premises.
12. The Church Council shall not be liable for any personal injury, loss of, or damage to, any goods or other items which have been brought onto the premises.
13. The stage in the hall is not to be used for General Public Access.
14. The Hirer or their representative shall not do, nor permit to be done, anything which may cause a nuisance or annoyance to occupiers of any part of the premises, making as little noise as possible particularly when using the stairs or main entrances.
15. The Hirer or their representative shall pay on demand the cost of any breakages or damage or other loss whether accidental or otherwise. **ALL accidents or incidents must be reported in the accident or incident books which are kept in the kitchen.**
16. The Hirer shall fully and completely indemnify and keep indemnified the Church Council against all claims by any person whatsoever for injury to persons or property caused by or in connection with or arising out of the occupation of the premises or use of contents and against all cost and charges in connection therewith whether arising under statute common law or otherwise.
17. **The Hirer must be familiar with the Home Office Code of Practice 'Safe from Harm' which is concerned with protecting children, young people and those who work with them.**
18. The Hirer or their representative is responsible for ensuring that the door to Tower Road is kept locked at all times including when preparations are being made and when meetings etc are in progress. The door to Tower Road must never be left propped open. Late entrants may attract attention by using the bell.
19. The Hirer or their representative is responsible for ensuring that the premises are kept tidy, that chairs, tables and other equipment are replaced in the same position in which they are found and that all lights are switched off when the premises are vacated.
20. **All Fire Doors must be closed and the premises secured by the last person out after each session. Those using the foyer must exit via the external door at the rear of the church building into Palace Avenue.**

IMPORTANT NOTICE TO ALL FOYER USERS

NO tables or chairs are to be put on the area at the top of the steps outside the front entrance of the church at any time. Any tables/stalls etc must be put on the flat area to the side at ground level (in front of the window). All tables/stalls etc are to be kept within the confines of the church boundary (i.e. no table legs over the wall and on the pavement).

By Order of the Church Council

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Paignton (Palace Avenue) Methodist Church

Annexe to the Terms and Conditions relating to the Hire of Rooms detailing the Fire Escape Routes

General Information Applicable to All Rooms

Hirers must provide their own Stewards to ensure that their own occupants evacuate the premises safely.

At the commencement of occupants activities, a statement must be read out by the leader from the Fire Evacuation Procedure Card provided in each Room.

No testing of the fire alarms will be carried out during the occupancy of the Rooms.

Details of Fire Escape Routes from each Room

The Main Hall (Ground Floor)

Two fire escape routes are available.

One at the rear of the hall leads straight on to Tower Road. Turn left onto Palace Avenue then left again to the Assembly Point in front of the shops on the same side as the church.

The second fire exit is located next to the stage and leads out into the lobby. Turn left and follow the fire exit signs towards the external door leading onto Tower Road. Turn left to go around the church to Palace Avenue then left again to the Assembly Point in front of the shops on the same side as the church.

Room One (Ground Floor)

This room is located on the ground floor and the fire escape route leads from the double doors, turn right and following the fire exit signs straight out of the external door onto Tower Road. Turn left to go around the church to Palace Avenue then left again to the Assembly Point in front of the shops on the same side as the church.

Room Two (First Floor)

The fire escape route is from the double doors down onto the steel framed staircase to the ground floor. Turn left and follow the fire exit signs towards the external door leading onto Tower Road. Turn left to go around the church to Palace Avenue then left again to the Assembly Point in front of the shops on the same side as the church.

(However, in the extreme case when the Tower Road exit is blocked, the Emergency Exit through the rear window of Room Five is to be used by all occupants of Rooms Two, Three, Four and Five.)

See below for the Fire Escape Routes from Room Three, Room Four and Room Five

Room Three (First Floor)

The fire escape route is from single doors down onto the steel framed staircase to the ground floor. Turn left and follow the fire exit signs towards the external door leading onto Tower Road. Turn left to go around the church to Palace Avenue then left again to the Assembly Point in front of the shops on the same side as the church.

(However, in the extreme case when the Tower Road exit is blocked, the Emergency Exit through the rear window of Room Five is to be used by all occupants of Rooms Two, Three, Four and Five.)

Room Four (First Floor)

The fire escape route is from single doors down onto the steel framed staircase to the ground floor. Turn left and follow the fire exit signs towards the external door leading onto Tower Road. Turn left to go around the church to Palace Avenue then left again to the Assembly Point in front of the shops on the same side as the church.

(However, in the extreme case when the Tower Road exit is blocked, the Emergency Exit through the rear window of Room Five is to be used by all occupants of Rooms Two, Three, Four and Five.)

Room Five (First Floor)

The normal fire escape route is from the single door down onto the steel framed staircase to the ground floor. Turn left and follow the fire exit signs towards the external door leading onto Tower Road. Turn left to go around the church to Palace Avenue then left again to the Assembly Point in front of the shops on the same side as the church.

(However, in the extreme case when the Tower Road exit is blocked, the Emergency Exit through the rear window of Room Five is to be used by all occupants of Rooms Two, Three, Four and Five.)

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