

ST MARY'S CHURCH, PETWORTH

USERS' GUIDE & CONDITIONS FOR USE

Emergency Contacts and Key Holders:

Bookings Coordinators:	Andrew Howard	01798 343220
Priest-in-charge	Rev. Mark Gilbert (<i>from September 2015</i>)	01798 342505
Church Warden	Adrian Easton	01798 368692
Church Warden	Eileen Lintill	01798 344948

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OPERATING INSTRUCTIONS

Lighting

Chancel: A new lighting system has been installed in the Chancel, the controls for which are in a locked box – which can only be accessed by the Church Wardens.

South Aisle: Switches on the left side of the South door – Lobby Light, wall uplighter and wall downlighter.

West Entrance lobby: 3 switches on right of entrance into the Meeting Room. The left switch is for the outside light, the centre switch is for the overhead light and the right hand switch is for wall lights. **Please take care to ensure that the outside light switch, which is marked with a red dot, is turned off when you vacate the building.**

Meeting Room: Two dimmer switches on the right of the door as you enter the room. They should be pressed to turn the lights on.

Disabled Cloakroom: White cord switch on the right of the door as you enter. There is also a red cord emergency switch which activates a light above the door on the outside. There are two reset buttons on the right of the door as you exit, one at chest level and one at arms reach.

- There is a Nappy Changing table in the Disabled Cloakroom.
- A special raised toilet seat is available. Follow the instructions for its use.

Cloakroom: White cord switch on the right of the door as you enter.

Kitchen: Switch on the left of the door as you enter.

Extractor Fans

Extractor Fans in the Kitchen, Store Room and both Cloakrooms come on automatically as you enter the room. They remain on for some time after the room is vacated. **Each of them has an Isolator Switch.** If the user decides to turn off the extractor fan (e.g. to avoid noise during a concert) it should be turned back on again afterwards.

Heating and Hot Water

- All heating and the provision of hot water within the new facilities is electrical. Please do not use more than is necessary.
- The central control of the heating is in the Storeroom (see below).
- There are heaters in various parts of the new facilities but the central system needs to be "active" for these to operate.
- Individual heaters should be turned ON and OFF at the wall.

Storeroom

This room contains the control switches for the heating, hot water and drainage pumps, as well as the Festival wine cooler and the Keys to the Fire Alarm System. It MUST be kept locked when left unattended.

Wine Cooler: In the store room there is the Festival wine cooler that can be available for functions by prior arrangement with the Petworth Festival Committee. It must be wiped after use, switched off and door left slightly ajar.

Hot Water: The hot water system is pre-set for Saturdays and Sundays only. The control box marked "WATER HEATER" is just to the left of the sink and if hot water is required at other times there is an over-ride button (marked "change"). This should be pressed to activate the timing system (a red light will come on). You also need to press the rocker switch in the centre of the control box to the ON position (red line at the top of the switch visible). When you no longer require hot water, press the rocker switch to the OFF position (red line hidden). You should also press the "change" button again to de-activate the timing system (red light will go out).

Heating: The heating is also pre-set for use over weekends (Sunday School etc). The control box marked "HEATER TIMER SWITCH" is just to the left of the fuse boxes on the left hand side of the storeroom. If heating is require at other times the over-ride button (marked "change") should be pressed (a red light will come on) and pressed again to close the system down (red light will go out).

Kitchen

Cooker: For reheating ready-cooked food only, should not be used to cook raw food.

Microwave: For reheating ready-cooked food only. Should not be used to cook raw food.

Refrigerator: Do not switch off. Remove all food at the end of the hire period.

Glass Washer: This is the property of the Petworth Festival Committee and should not be used without prior permission (and training).

Water Boiler: Ensure that boiler is turned off, if it is likely to be left unattended.

Shutters: The shutters across the hatch must be securely closed before leaving, **as part of fire safety measures**. Instructions are available in the kitchen but in summary:

- Close the shutter without the rubber strip first, and bolt top and bottom.
- Open the other shutter so that it is absolutely flat and then, **keeping it flat open**, push it firmly shut. Then bolt from the inside, top and bottom.

Fire Exits

If the main Church is in use for a major service or event, the **West Door MUST be unlocked**.

Fire Alarms

- Automatic heat and smoke detectors in the Kitchen, Meeting Room, South entrance lobby and Storeroom will activate the fire alarm.
- If you see a fire you can activate the alarm by pressing the centre of the red alarm boxes in the West entrance lobby and outside the door into the Kitchen. Fire extinguishers are placed at strategic positions.
- If the fire alarm bells are ringing, you must evacuate the building and assemble on the South side (towards the town) of the Church.
- CALL THE FIRE BRIGADE (DIAL 999).
- The alarm centre is in the West entrance lobby. If you need to turn off the alarm sound and reset the system the key is in the Storeroom cupboard. Follow the instructions.

Rubbish

There are no facilities for disposing of rubbish and so hirers/users are asked to ensure that all rubbish is removed and disposed of elsewhere.

Child and Vulnerable Adult protection issues

Scale of Charges

The main church

	1/7/15
Whole Day	300.00
Morning	110.00
Afternoon	110.00
Evening	120.00

Please note: if hiring the main church, this will include use of the South Aisle, the Marchant Room, and the kitchen.

The South aisle (and kitchen)

	1/7/15
Per hour	13.00

The Marchant meeting room

	1/7/15
Per hour	8.00

Additional Charge for Premises Licence

If alcohol will be sold during the course of an event the hirer will be required to pay an additional charge of £25.

Additional charge for premises & equipment support, & sundry items

Designated premises supervisor:	£35 up to 3 hours, and £12 per hour thereafter
Designated sound desk operator:	£35 up to 3 hours, and £12 per hour thereafter
Use of microphone, piano, harmonium:	£10 per item
Use of organ:	£20 (Charge subject to modification)

Hirer's Deposit

Time over-run & cleanliness issues deposit*: £50

*Payable by separate cheque at time of booking. This cheque will be refunded following the booking, provided that, in the opinion of the Church's authorized representative, no damage has been caused, the booking period has not over-run, and the hired area has been left clean and tidy

Additional Charge for Use of Sound Equipment

A new sound system has been installed in the church. Use of the enhanced facilities is by agreement only, and subject to an additional charge. £10 is charged for use of the basic microphone system.

WHERE TO BOOK

1. There will be no change to the existing arrangements for the booking of the Church for church services or other church use (Weddings, Children's Saturday Club etc) through the Church Wardens/Parish Clerk.
2. Any other requests for the booking of the New Facilities, including the South Aisle, or general inquiries, should be made in the first instance to Andrew Howard.

CONDITIONS OF HIRE

1. All applications for the use of the new facilities in St Mary's Church are to be made on the form below and sent to the Bookings Secretary as much in advance as possible. The PCC reserves the right to refuse any application. Keys are collectable from a person nominated by the PCC.
2. The Church has been granted a Premises Licence by Chichester District Council. Any Hirers of the Church who intend to sell alcohol during their event must complete the authorization form and will be required to pay £25 in addition to the Hire Charge, towards the annual cost of the Licence fee. Under the terms of the Licence it is not permitted to sell alcohol in the Church after 9.30 p.m., after which there is a "drinking up" period until 10.00 p.m. (Note: The consumption of alcohol where the alcohol is included in the ticket price, whether the alcohol is donated or not, is deemed to be a 'sale of alcohol').
3. After use the keys are to be returned to a person nominated by the PCC.
4. The facilities will not be let to any person under the age of 18 years.
5. User/Hirer:
 - a. Accepts that the facilities are intended primarily for use of the Church and this may necessitate the cancellation of a booking at short notice.
 - b. Accepts that the Church must remain open to the public between 09.00 and 18.00 daily, although during rehearsals access can be managed through the West door and visitors asked to be quiet.
 - c. Understands that on Sundays equipment and/or performers **MUST NOT** access the Church until after 1.00 p.m.
 - d. Particularly if staging is being used, understands the need to clear the area for services on Sundays and for other Church activities on weekdays (Mums and Toddlers Group etc) and understands that, following a performance on a Saturday evening the Church must be reset for Sunday use – kneelers returned to pews, South aisle clear of fold-up chairs etc.
 - e. Is required to ensure that all areas used/hired (including the Marchant Room and the Choir/Flower Vestry) are left clean and tidy after use and that toilets are checked, wash basins left clean and taps turned off.
 - f. The Church has a number of Gopack tables which are available for use. (Bistro tables, which are quite flimsy, should not be used without prior permission).
 - g. Is required, on leaving to ensure that all windows and doors are shut and secured and lights and all electrical appliances are switched off.
 - h. Is to ensure that appropriate insurance is maintained for their group.
 - i. Shall, for an event that involves children, comply with The Children Act of 1989 [Child Protection, Qualifications of staff etc] The user/hirer is required to ensure that children are protected at all times, by taking all reasonable steps to prevent the occurrence of any injury, loss, damage or harm.

- j. Shall, during the period of use/hire be responsible for supervision of all areas within use, protecting the fabric and contents from damage, or change of any sort, and the behaviour of all persons involved in their activity.
 - k. Shall ensure that any electrical equipment brought into the Church by the hirer has the appropriate Test Certificate.
 - l. Shall, for any event for which a Public Entertainment Licence is required, nominate one adult person to be responsible for all safety arrangements or the duration of the entertainment, and that person shall familiarize him/herself with the action to be taken on discovering a fire, including the location and use of fire-fighting equipment, and the location of exits and escape routes.
 - m. Shall be responsible for making arrangements to insure against any third party/public liability claims which may lie against him/his organization whilst using the Church/facilities. This public liability insurance should be for a limit of indemnity of not less than £2,000,000.
 - n. Should be responsible for the observance of all regulations pertaining to the premises stipulated by the Licensing Justices, the Local Authority or otherwise.
 - o. Shall not sub-let or use the premises for any unlawful purpose or in an unlawful way nor do anything nor bring on to the premises anything which may endanger the premises, their users or any insurance policies relating thereto.
 - p. Ensure that the minimum amount of noise is made on arrival and departure.
 - q. Car Parking. Car parking is very limited in the Church grounds. Care should be taken to prevent cars from parking in Lombard Street (immediately opposite the South Door) as this is an Emergency Vehicle route.
6. The use of inflammable materials for any purpose is forbidden. No smoking is allowed.
7. Payment must be made on receipt of an Invoice.

APPLICATION TO HIRE FACILITIES

To:

I hereby make application to hire at St Mary's, Petworth for the purpose of

on 201.....froma.m./p.m. untila.m/p.m.

(Please Note that the Church Facilities must not be used after 10.30 p.m.)

I undertake to make payment on receipt of an Invoice.

I undertake to defray the cost of making good any damage to the building, furniture, fittings or equipment done during the hiring, howsoever caused.

I further undertake not to sublet the premises and to abide by the Conditions of Hire/Use.

In the event of the performance in public of any dramatic or musical work or the delivery of any lecture in which copyright subsists, I hereby indemnify the PCC from any liability in respect of any infringement of the copyright and will pay to them the amount of damages or costs which they may incur or be held liable to pay.

I am aware of child and vulnerable adult protection issues and requirements; I undertake to ensure that, where necessary, supervising adults will have the necessary clearances.

Signed

If on behalf of a society or organization, state name here.....

Address

.....

Tel. No: Date:

Note:

1. Cheques should be made payable to Petworth PCC and annotated "Hire of Church Facilities" on the reverse of the cheque.