

GREENBANK PARISH CHURCH



TERMS AND CONDITIONS OF HIRE OF PREMISES AT EDINBURGH GREENBANK PARISH CHURCH

ACCOMMODATION BOOKED

Users are not permitted to occupy any other room, hall or outside area unless previously agreed as part of the hire.

PERIOD OF OCCUPATION

The period of time of the hire will be only as noted above. Charges apply from the time of access to time vacated, to include time for setting up and clearing up. **It is an essential condition of hire that Users shall not access the premises before the agreed start time of the hire** 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 hire period. Please ensure your booking time allows for any setting up before or clearing up after an event. On leaving, the premises must be left clean and tidy, windows and doors shut, all lights turned off and the external door firmly closed.

INSURANCE

The Users shall be responsible for providing proof of 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 demonstrating adequate public liability insurance cover in respect of their use of the premises.

INDEMNITY

The Congregation 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 hire; and the Users shall indemnify the Congregation (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.

CHILDREN, YOUNG PEOPLE AND PROTECTED ADULTS

The Users must confirm that they are aware of the current relevant legislation relating to the safeguarding of children, young people and protected adults. They must 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 Users are found to be in

breach of these undertakings, the Congregation shall have the right to terminate this agreement with immediate effect.

HEALTH AND SAFETY

Users must familiarise themselves with the Fire Evacuation Plan and Procedures in Event of a Fire. They must also familiarise themselves with signage showing location of First Aid boxes, Accident Book, Fire Exits 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.

Users must be aware of the Covid-19 pandemic and the Scottish Government and Church of Scotland legislation and guidance currently in place. A Risk Assessment process is in place and all Users must complete a Risk Assessment form for their activity which will be assessed by the Health and Safety Manager/designated Covid Officer. This may involve some changes to usual activity which will be mutually agreed between all parties before a Covid-19 Agreement form is issued by the Clerk of Session. Only following this will your activity be permitted to proceed.

KITCHEN AND FOOD HYGIENE

Use of the kitchen facilities must be specifically requested at the time of booking. Users must satisfy the Halls Manager 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 if used 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 User or organisation.

LICENSED ACTIVITIES

Certain activities on church premises require to be licensed. This includes any lottery or gambling, sale of alcohol, cinema showings, musical performances and so on. Further information may be sought from the Administrator.

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