

St Michael's Church, West Hill,
The Hire of the Narthex

Rules of Hiring - 2018

- (a) That the Hirer's Authorised Representative agrees to be present during the Hiring or if this is not possible (eg due to illness), he/she agrees to notify by phone the St Michael's Booking Contact or Hon Treasurer, in (2) above, of the name and phone number of the Hirer's Substitute Representative for that occasion.
- (b) That there is no smoking and no alcohol sold on the premises; this includes the sale of tickets which include an alcoholic drink.
- (c) That the room is left in the same condition as it was found and that the tables and chairs should be returned to their original positions.
- (d) That the keys available to regular users (for £10 deposit) will be the responsibility of the Hirer's Authorised Representative and will not be loaned to anyone else or duplicated.
- (e) That the Hirer's Organisation brings their own tea, coffee and milk for use in the kitchen.
- (f) That on leaving the Narthex, the lights must be switched off and both exit doors locked.
- (g) That the Narthex is not used for political meetings, except at the invitation of the PCC and with the agreement of the Incumbent.
- (h) That the maximum number of people using the Narthex seated at tables must not exceed 60, or alternatively, if all are standing, the maximum number must not exceed 100.
- (i) That the Hirer's Authorised Representative has read and agrees to abide by the Safety Requirements set out below.

Safety

- (a) The Hirer's Authorised Representative is required to familiarise him/her self with the location of the Fire Exits and the Fire Extinguishers in the Narthex prior to the Hiring. Both of the Narthex outside doors must be kept unlocked during the Hiring period so that they are immediately usable in the event of a fire.
- (b) As there is no telephone in the Narthex, the Hirer's Authorised Representative (or his Substitute) must ensure that a working mobile phone is available for use in case of an emergency.
- (c) Cars should be parked in the Church car park and not in the road.
- (d) In the event of a fire, the Narthex should be evacuated in an orderly manner using the most convenient exit, the Fire Brigade called by dialing 999 and a Church Warden informed immediately