



St Paul's

## **TERMS AND CONDITIONS OF USE**

The hirer shall be deemed to be familiar with and agree to abide by the following Terms and Conditions:

- The room(s) hired shall be used only for the purpose(s) stated on the booking form or in correspondence/conversation with St Paul's.
- The hirer shall enter the building only at times agreed with St Paul's Manager. Time shall normally be allowed prior to and after the booking for setting up and clearing up. Any time that the hirer spends on the premises in excess of the allowed setting up and clearing up time shall be subject to the full hourly rate.
- The hirer shall be aware of other users of the building, respect their privacy and ensure that no-one enters the room they occupy while their class or meeting is in session.
- The hirer shall ensure that all fire and safety regulations are observed while using the building, that fire exits are kept clear at all times and that all fire doors remain closed. Sitting on the stairs or on the first floor landing is strictly prohibited. No fire equipment shall be tampered with or removed from its place, except in the case of fire. Costs incurred due to misuse of fire equipment shall be charged to the hirer in full.
- **SMOKE MACHINES MUST NOT BE USED UNDER ANY CIRCUMSTANCES.**
- The hirer shall not use or allow or cause any items to be used on the premises which involve a naked flame such as candles or any other items lit with a naked flame such as incense sticks. Any costs involved as a result of damage caused by the user's failure to comply with these specific provisions shall be borne by the hirer.
- Rooms shall be left in the condition they were made available for use. This includes removing all rubbish from the premises. Cleaning costs incurred by the Centre if rooms are not returned to their original condition shall be borne by the user.
- St Paul's shall not accept liability for damage to or loss of property or for personal injury not caused by negligence of the management of St Paul's.
- All damages and breakages to St Paul's or the property of St Paul's, including the loss, removal or theft of property, shall be charged to the user at replacement cost.
- There is a strict no smoking policy which applies to the entire site, including the garden.
- Alcohol may be consumed on the premises at private parties. Hirers wishing to organise an event at which alcohol is to be sold shall be responsible for

obtaining a Temporary Event Notice from Cambridge City Council under the provisions of the Licensing Act. The application form is available online from the city council website. Applications must be submitted a minimum of 10 working days prior to the event.

- In order to minimise or eliminate noise nuisance, ALL music in the Main Hall shall cease at 11 pm. Centre staff shall ensure compliance with this condition and have the authority to terminate any event in danger of contravening this provision.
- For private parties hosted by an individual, a deposit of £250 shall be paid over and above the hire charge. The deposit shall be refunded after the event once St Paul's Manager is satisfied that no damage or loss of property has occurred.
- For one-off bookings, full payment shall be received by the date of use. For regular bookings, payment shall reach St Paul's within 14 days of receipt of the relevant invoice.
- Children under the age of 16 must be supervised by an adult at all times.
- Hirers are required to have their own Public Liability insurance and to submit a copy of the same to St Paul's when asked to do so.
- Hirers shall be responsible for assessing their activities and for supplying evidence that their personnel are DBS checked, where appropriate, and fully briefed on safeguarding procedures for children, young people and vulnerable adults.
- Hirers shall be responsible for ensuring that a qualified first aider is present and that first aid equipment is available.

## **Use of the kitchen: preparing and cooking food**

- Anyone cooking food must be familiar with the contents of the "Safer Food Better Business Manual", a copy of which is available at St Paul's
- On any occasion when St Paul's kitchen is used to prepare and/or cook food, an entry will be made in the SFBB diary by the person in charge. This will include the temperature of the food. The same designated person shall be responsible for carrying out the opening and closing checks specified in the SFBB manual.
- The number of people in the kitchen at any one time shall be kept to an absolute minimum.
- Children are not allowed in the kitchen while food is being prepared.

In particular, all individuals involved in food preparation in the kitchen shall:

- hang up outdoor clothing outside the kitchen
- wear clean clothes together with protective clothing (aprons) and tie back long hair.
- use the appropriate colour-coded chopping boards as illustrated in the chart on the kitchen wall.
- wash their hands before handling any kind of food, having established that there is an adequate supply of soap and paper towels.

- use blue coloured sticking plasters, available in the kitchen, for any cuts or sores.
- avoid touching face or nose or coughing and sneezing
- use new or freshly cleaned cloths to wipe work surfaces and throw away used cloths at the end of the event
- leave the kitchen in a clean and tidy state
- make sure that all surfaces are washed and disinfected, all utensils, crockery and cutlery have been washed, the appropriate items have been placed in the recycle bins outside St Paul's and that rubbish containers in the kitchen have been emptied into the outside bins.

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Last updated: March 2015

Next review: March 2017