

HIRE FEES AND CONDITIONS OF HIRE FOR WICK HALL

76 Wick Street, Littlehampton, BN17 7JT | 07925 275184
wick.hall@allsaintswick.org.uk | allsaintswick.org.uk/WickHall

Hall	Capacity	Price	Other Important Information
Small	60 (40 Seated)	£15 per hour	· The prices include use of the kitchen and toilets, but these are shared between hirers of both halls. · You must include time to setup and clear up · We cannot guarantee that provisional or requested bookings will be confirmed, please wait for the final confirmation email. · Chairs and tables for both halls can be wheeled round from the storage shelter outside
Large	180 (150 Seated)	£20 per hour	

GENERAL CONDITIONS OF HIRE

Hirers are responsible for ensuring that the Hall, its fixtures and fittings (including the kitchen equipment) are left in a clean and tidy state. Any breakages will be charged for, and if any additional cleaning is required due to the condition in which the Hall is left, a cleaning fee will be charged. Anyone booking the Hall until 10pm must have cleaned up and left the Hall, quietly, by 10pm. Please note that Wick Hall has houses at the rear – please be sensitive to local residents. The electrical and heating systems in the hall must not be tampered with. There is no smoking in Wick Hall or anywhere within the Hall grounds, including the car park.

All hirers that include work with children or potentially vulnerable adults must either subscribe to the PCC's Safeguarding policies (copy attached or available from www.allsaintswick.org.uk/policies) or provide a copy of their own policy.

THIS IS A LEGAL REQUIREMENT. FAILURE TO DO SO MAY RESULT IN A CANCELLATION OF YOUR HIRE.

- **CAR PARK:** We have 10 car parking spaces on a first come first serve basis including a disabled bay.
- **PARTIES:** The hiring of the Hall(s) for children's parties is restricted to the age limit of 11 years old. All persons hiring must be responsible for any children regarding health and safety. No alcohol is to be brought on to the premises for parties.
- **HEALTH AND SAFETY:** All hirers are responsible to undertake their own risk assessment appropriate to their activities. All regular hirers and event organisers must have their own public liability insurance.
Please note that the use of cell-battery operated light up balloons is not allowed due to the potential health and safety issue caused by lost batteries.
- **EQUIPMENT:** Bouncy Castles may only be used (from hire companies who have public liability insurance) in the large Hall and not outside. The use of the Playgroup sandpit or any form of BBQ is prohibited. All portable electrical equipment used must be safe and have a valid Portable Appliance Test (PAT) Certificate.
- **KITCHEN AREA:** Please don't use anything in the group cupboards, but the general mugs, glasses, crockery and cutlery can be used and then washed and put away. Please take your rubbish away with you and dispose of it at home. Brooms are stored in the main hall and mops in the cleaning cupboard in the disabled toilet.
- **UTILITIES**
 - o Main water stopcock. This is located under the sink in the kitchen a key to this is in the emergency cupboard.
 - o The main gas supply box is situated outside the small hall in the back garden.
 - o The electrical fuse box for the small hall is located in the lobby and the one for the large hall is on the left-hand side of the stage near the curtains.

- **EMERGENCIES:** The First Aid box is situated in the wall cupboard in the kitchen, which is labelled with the standard green and white sign. First Aid should only be administered by those holding an appropriate and current First Aid certificate. All accidents must also be recorded in the accident book that is found with the First Aid kit. Please carefully read the fire exit instructions attached to this document, printed copies are on the hall noticeboards. Please make a note of where the fire extinguishers and fire exits are. If an incident occurs that you feel the PCC should know about, please inform the PCC using the contact details above.

In the event of an emergency such as a fire or serious accident, please phone the emergency services.

- **STORAGE:** There is some storage available for regular hirers at the discretion of the PCC. However, the PCC cannot be held responsible for any loss or damage to the property left in the Hall.
- **REGULAR HIRERS:** You will be invoiced once a month. Please give us at least 48 hours' notice for any cancelled sessions.

Safeguarding Agreement for hirers of Wick Hall

The Parochial Church Council of All Saints Wick has a Policy for Safeguarding Children, Young People and Vulnerable Adults. A summary is on the next page. Your booking agreement is conditional upon you complying with it unless you already have an equivalent policy of your own.

You are required to ensure that children, young people and vulnerable adults are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring; and that you carry full liability insurance for this.

In particular this means that:

- you will comply with the attached good practice guide (below) with children and young people or vulnerable adults unless you already have an equivalent
- you will provide the church with a copy of your organisation's Safeguarding Policy/ies or you will adopt the current parish policy.
- you will recruit safely all current paid and voluntary workers who work with children and/or vulnerable adults, by obtaining satisfactory disclosures from the Disclosure and Barring Service where eligible and keeping records of dates and disclosure numbers indefinitely.
- you will keep a list of the names of all paid and voluntary workers with regular and direct contact with children/vulnerable adults and update it annually.
- you will always have at least two leaders over the age of 18 years in any group of children and young people, no matter how small the group
- no person under the age of 18 years will be left in charge of any children or young people of any age.
- no child or group of children or young people should be left unattended at any time.
- a register of children, young people or vulnerable adults attending the activity will be kept securely. This will include details of their name, contact details of parent/guardian/carer, date of birth and next of kin.
- you will immediately inform the Parish Safeguarding Officer of:
 - (a) the occurrence of any incidents or allegations of abuse or causes of concern relating to members or leaders of your organisation, and contact details for the person in your organisation who is dealing with it
 - (b) any known offenders against children or vulnerable adults seeking to join your membership and manage such allegations or agreements with offenders in co-operation with statutory agencies, and with the church.

The Parish Safeguarding Officer for All Saints Wick is:

Name: Julia Eastaugh

E-mail: Julia.eastaugh@icloud.com Tel. No: 01903 788858

Declaration

I agree to abide by appropriate safeguarding procedures. I understand that my booking agreement may be terminated in the event of my failing to comply with these procedures.

Parish Safeguarding Policy - Summary

Behaviour Code for Adults working with Children.

Following this code will help to protect children from abuse and inappropriate behaviour from adults. It will help them learn how safe adults behave around them - thus equipping them to better recognise if an adult is behaving unsafely around them, and to know that this behaviour is wrong. It will also help staff and volunteers maintain the standards of behaviour expected of them and will reduce the possibility of unfounded allegations of abuse being made.

Responsibility of Staff and Volunteers

When working with children and young people, all staff and volunteers are acting in a position of trust. It is important that all staff and volunteers are aware that they may be seen as role models by children and young people, and by their parents.

They therefore must act in an appropriate manner at all times.

When working with children and young people, it is important to:

- Ensure that any volunteers have an appropriate and up to date DBS check and safeguarding training.
- Ensure that your own language, tone of voice and body language are respectful.
- Value the contribution of children, take their views seriously, and involve them in planning wherever possible.
- Respect a young person's right to personal privacy.
- Always aim to work within sight of another adult.
- Inform another adult if a child needs to be taken to the toilet; breaks should be organised for young children.
- Ensure that children and young people know who they can talk to about a personal concern.
- Respond warmly to a child who needs comforting, but make sure there are other adults around.
- If any activity requires physical contact, ensure that the child and parents are aware of this and its nature beforehand.
- Administer any necessary First Aid with others around.
- Obtain consent for any photographs/videos to be taken, shown or displayed.
- Record and report any concerning incidents and give the information to the group leader. Sign and date the record.
- Always and immediately share concerns about children or the behaviour of another worker within your group leader and/or the parish safeguarding coordinator.

When working with children and young people, you should not:

- Initiate physical contact. Any necessary contact (e.g. For comfort, see above) should be initiated by the child.
- Play rough physical games with children or allow games with a potentially physical element (such as 'British Bulldog') to be played between children without careful thought, planning, and prior notification to parents and children.
- Act, speak, or conduct yourself in a sexually provocative or suggestive way, either directly towards children, or with other adults when you are with children, or engage in any sexual behaviour at all with children or young people. It is your responsibility to do everything you can do to avoid any hint of sexually inappropriate behaviour, language, or styles of relating with children or young people.
- Encourage children to behave in sexually provocative or suggestive ways with each other.
- Touch a child inappropriately or obtrusively.
- Invade a child's privacy while washing or going to the toilet.
- Act in a way that can be perceived as threatening or intrusive or use any form of physical punishment.

- Scapegoat, ridicule or reject a child, group or adult.
- Permit abuse peer activities, e.g. Initiation ceremonies, ridiculing or bullying.
- Show favouritism to any one child or group.
- Allow a child or young person to involve you in excessive attention seeking, including that which is overtly physical or sexual. It is always your responsibility to maintain appropriate boundaries with children and young people.
- Give lifts to children or young people on their own or on your own.
- Smoke tobacco in the presence of children.
- Drink alcohol when responsible for young children or offer to give or buy them alcohol.
- Share sleeping accommodation with children.
- Invite a child to your home alone.
- Arrange social occasions with children (other than family members or close friends) outside organised activities.
- Allow unknown adults access to children. Visitors should always be accompanied by a known person.
- Allow strangers to give children lifts.

Wick Hall: Emergency Evacuation

1. INTRODUCTION

- There may be occasions when it will be necessary to evacuate Wick Hall such as fire, or another major hazard.
- In order to ensure safe evacuation from Wick Hall in an emergency, all hirers are requested to read this document and discuss what to do in the event of a fire with their clients/members etc.

2. EVACUATION PROCEDURES ON DISCOVERING A FIRE

- Sound the evacuation alarm by pressing one of the red alarm buttons.
- Proceed quickly via the nearest fire exit route to the assembly point in the car park.

ON HEARING THE EVACUATION ALARM:

- Proceed quickly via the nearest fire exit to the assembly point in the car park.
- Do not stop to collect personal belongings. Do not re-enter the building until authorised to do so.
- Fire Exits are indicated by green/white signs. Make yourself familiar with all alternative exit routes.

The CO-ORDINATOR of the group hiring Wick Hall will, on hearing the alarm, take the following action:

- Telephone the Fire Service. If this is not practicable from your location, then ask locally.
- Report to the Fire Service with details about the fire, areas checked and thought to be completely evacuated as well as areas that have not been checked.
- Note details of location and extent of fire and confirm that the building fire alarm has been activated.
- Report the incident to the PCC using the contact details at the top of this document.

The Manager or key holder will:

- Assist as necessary in keeping entrances to buildings clear and preventing re-entry.
- Only silence the alarm and allow re-entry when instructed to do so by the Fire Officer from the Fire Services
- Delegate an individual to contact the neighbouring buildings on both sides and the local police.
- Contact the Hall Manager to report the incident.

If there is anyone unable to evacuate the building, try to ensure that there is at least one, preferably two, fire doors between the person and any sign of smoke or fire. Tell the person to remain in that location, assure them that their location will be reported to Emergency Services and their rescue will be the first priority. In the event of a drill exercise, tell the person that it is a drill and that they are in no danger.

3. ASSEMBLY POINTS FOR EVACUATION

- Everyone should remain at the assembly point until they are told to leave or given further instructions regarding their return to the relevant building(s). No one should attempt to enter any building until they have been told it is safe to do so by emergency service staff.
- It should be emphasised that anyone refusing to leave a building in the event of an emergency will put others at risk if a search or rescue has to be organised.
- The assembly point is: Outside of Wick Hall in the car park.

EMERGENCY CONTACT NUMBERS

Hall Mobile 07925 275184

Fire Brigade 999

Police 999 or 101