



## Terms and Conditions of Use of St Martin's Church Premises

### General Terms

- (1) Use of the St Martin's church premises by The Gathering will take priority. Applications for use by other church groups, charitable organisations, individuals, statutory bodies and businesses or sole traders will be considered by The Gathering, subject to availability. Applications will not be considered from persons under 18 years of age, nor from political parties, or other organisations whose values are not in line with those of the Church of Ireland.
- (2) The premises may be booked Monday to Saturday from 9 am to 6 pm. This should accommodate most events. Other requirements need to be explored and agreed on a case-by-case basis with a staff member of The Gathering. The Person in Charge at any event must ensure that the premises are completely vacated.
- (3) Permitted activities include meetings, lectures, concerts, fundraising events, art exhibitions, family gatherings, training and information events. Any other uses of the church premises including regular classes, fitness and children's activities must be approved by a staff member of The Gathering, subject to satisfactory risk assessment.
- (4) The Person in Charge must complete a booking application form and sign their agreement to the Terms and Conditions of use of the church premises. This includes the organisation of their own Public Liability insurance - a copy of which needs to be supplied to a staff member of The Gathering. The Person in Charge is responsible for carrying out their own risk assessment. This person **MUST** be in attendance at the time of the event and will be responsible for all aspects of the usage and payment of fees.
- (5) Responsibilities of the Person in Charge :-
  - (a) **Health and Safety** – Ensure that the number of persons using the premises does not exceed that for which the application was made and approval given. Ensure appropriate behaviour and adequate supervision of participants for the full duration of the usage and until the premises are vacated at the agreed time. Be aware of any potential overcrowding and for keeping clear all gangways, passages and exits. Adhere to the correct adult/child ratios at all times and supervise any children taking part in an activity until they are collected by a responsible adult.



- (b) **Security** – The Church will arrange for a key holder to enable access for the event and for locking up. Keys will not be provided without the permission of a staff member of The Gathering. Users may only access those parts of the building agreed in the application form. At arrival and departure time the front door must be supervised at all times, otherwise securely fastened. Check that premises (including toilets) have been completely vacated at the end of the event, all lights and all kitchen appliances turned off. Front door and back doors MUST be left properly secured and fire doors closed.
- (c) **Fire safety, evacuation procedure and accident policy** - The Person in Charge must be fully aware of their responsibilities for this – see page 3. **The evacuation procedure must be read out to attendees at the start of the meeting/event.** For concerts, the Person in Charge must nominate a person suitably qualified in use of fire equipment to act as Fire Officer. St Martin's is a no smoking and no vaping area – please ensure there is no smoking or vaping in church or hall or grounds. Make sure adequate first aid arrangements are covered in the risk assessment.
- (d) **Equipment & Facilities** - Church equipment may only be used as detailed on the application form. The Person in Charge must ensure its safe and appropriate use and return, and is liable for any damage, loss or theft, as well as any damage to the premises arising during the event.

Any electrical equipment brought by the User onto the Church site MUST comply with the code of practice for portable electrical appliance equipment. Equipment must either have a certificate of safety from a qualified electrical engineer or be inspected by an approved person. The intention to use any electrical equipment must be notified on the application. No electrical heaters or fans are to be brought on to the premises.

Heels and Shoes - No stiletto, thin heels or hard Irish dancing shoes are to be worn. Appropriate footwear should be worn for all indoor sporting activities. If activities involve outdoor use, participants should ensure footwear is cleaned before re-entering the premises.

Report any defects or damage as soon as practically possible

- (e) **Food and drink** - No food or drink may be prepared or consumed on the property without the direct permission of The Gathering, in line with current food hygiene regulations. The Gathering aims to provide a 'nut-free' environment, please do not bring any products containing nuts onto the



premises. No alcohol may be sold or purchased on the premises. Wine may be served at dinners or wine tastings if requested on the application form.

- (f) **Rubbish and Litter** - Before leaving, please dispose of rubbish, clear up, and clean up ready for next use. No perishable foods should be left in the kitchen. Dispose of food waste and any other recyclable items in the proper recycling bins. Mops, brushes and cleaning items are available in the kitchen or foyer store, to deal with unexpected spillages. Failure to leave the premises in a reasonably tidy condition may result in an additional fee being charged.
- (g) **Heat and Light** - Heating will be pre-set, based on the details provided on the application form and prevailing weather conditions – please **DO NOT TOUCH** radiator controls. All users are required to support the church's energy saving measures and turn off all unnecessary lights.

**(6) Damage, Loss or Injury**

Usages for commercial or entertainment purposes will be subject to the User having suitable public liability insurance (evidence of which should be presented to The Gathering along with the application form).

It is the User's responsibility to ensure that all those attending are made aware of the fact that they do so in all respects at their own risk. The carpark is available for use at the vehicles owners own risk.

**(7) Copyright or Performing Rights**

The User shall not, during the occupancy of the premises, infringe any subsisting copyright or performing right, and shall indemnify The Gathering against all sums of money which The Gathering may have to pay by reason of an infringement of copyright or performing right occurring during the period of usage covered by this agreement.

- (8) **Right of Access** The Church reserves the right of access to the premises during any Usage. A member of The Gathering's staff may monitor activities from time to time.

**CLEAN UP – CLEAR UP – LOCK UP – Thank you !**



## ST MARTIN'S CHURCH BUILDINGS

### FIRE SAFETY, EVACUATION PROCEDURE AND ACCIDENT POLICY

#### **FIRE SAFETY**

In the event of a fire the procedure is:

1. RAISE THE ALARM
2. EVACUATE THE BUILDING
3. CALL THE FIRE BRIGADE
4. USE FIRE EXTINGUISHERS **ONLY** if it is safe to do so

At each event/meeting, the Person in Charge should:

- Know the location of the Fire Alarm (red box on wall at all main exits).
- Be aware of Emergency Exits and fire doors and ensure that they are clear of any obstructions.
- Ensure a mobile phone is available for use in an emergency.
- Know the location of fire extinguishers. (Fire extinguishers are located rear and front of Main Hall, Foyer by kitchen door, 'The Wardrobe' room upstairs). Please use correct fire extinguisher for type of fire **ONLY** if it is safe to do so.
- Have a record of the number of attendees and/or their names.
- Ensure everyone has left the building, including toilets, in the event of a fire.

#### **EVACUATION PROCEDURE**

**THIS INFORMATION SHOULD BE READ TO ATTENDEES AT THE BEGINNING OF THE EVENT.**

There is a no smoking or vaping policy for church premises and grounds. In the event of a fire or other emergency, the Person in Charge is (give name) and you may hear a warning signal (continuous ringing). Please evacuate the halls, take only belongings at hand, use the emergency exits as follows:-

##### Church Building

- (1) Leaving by the front door
- (2) Leaving by the vestry door

##### Main Hall

- (1) leaving by the front door.
- (2) by the fire doors at the rear of the hall

##### Front and Back Side rooms

leave by the front door

**MEETING POINTS** - the garden on the city centre side of the church buildings. Remain there until all attendees have been accounted for. Do not re-enter the building until you have been advised that it is safe to do so.

#### **FIRST-AID KIT AND ACCIDENT BOOK**

- Each user is responsible for their own first aid arrangements, which should be part of their risk assessment.
- All accidents should be recorded on an Accident Form (located in the kitchen, in the top cupboard nearest to the fridge.) Completed form to be given to a staff member of The Gathering.



- If required a basic First Aid kit is available in the kitchen, beside this cupboard.

**General Information about fire extinguishers:**

Fire extinguishers are labelled with different colours, depending on what type of fire they are to be used for:

- **Red label** – Water: use for wood, paper and furnishings
- **Blue label** – Dry Powder: general purpose, including electrical, flammable, spilled or running liquids
- **Black label** – CO2: Electrical (switch off power first if safe to do so)
- **Black Fire Blanket** - located in the kitchen, used for deep fat fryer