

CATHOLIC PARISH OF ST MARY AND ST PETROC

ST MARY'S PARISH CENTRE
ST MARY'S ROAD
BODMIN
CORNWALL
PL31 1NF
01208 72833

Dear Centre User

HEALTH AND SAFETY ADVICE

To reduce the risk that users might encounter at the Centre we would like to make the following recommendations.

- All users are advised to keep an accurate list of everyone attending their event in case of fire.
- All users should familiarise themselves **now** with the positions of the various fire extinguishers, fire blanket, and fire alarm points as shown in the plan overleaf.
- All fire exits are marked. Simply pressing the door handles down, or turning the handle can open the fire escape doors. Please do not block these exits during or after your activity.
- The Fire Assembly point is at the far end of the car park opposite main entrance doors. (See sign on fence.)
- The First Aid Kit is kept adjacent to Mother and Baby changing room with the Accident Book. All accidents, no matter how trivial, should be recorded in the Accident Book and the Centre Caretaker should be informed.
- If you are holding a large event we suggest that several people be appointed as "WARDENS". These Wardens must ensure that in the case of a fire or other emergency any children or people with disabilities would be safely escorted off the premises, and not left to fend for themselves.
- All equipment brought into the Centre must carry an in-date safety label/certificate, and must be adequately supervised at all times. If you employ someone who will be bringing in their own equipment into the Centre, then **you** need to check their insurance policies are in date and that their equipment also complies with current Health and Safety regulations.

We hope that these suggestions will allow your group to use our Centre in safety. If you have any queries please contact the Centre secretary.

Please note:

- The designated Hirer for the event is responsible for liaising with the Caretaker in opening up the Centre and ensuring that the Centre is left tidy, clean and secure at the end of the event.
- The person booking the Centre is responsible for all equipment brought into the Centre, its adequate supervision, ensuring that the Centre is not left unattended and for all Health and Safety considerations.

Thank you for your co-operation.

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HOW TO USE THE CENTRE

GENERAL INFORMATION

- * **The person who signs the booking form is responsible for fulfilling the conditions of hire. The hirer is responsible for security at the centre during their booked times.**
- * All meetings must be booked through the Centre secretary, and a booking form must be filled in, signed and returned prior to use, stating if you wish to bring any extra equipment in with you. This is the responsibility of the hirer and must comply with current health and safety regulations and be supervised at all times.
- * No key sharing is permitted.
- * Please keep an accurate list of everyone attending your meeting as a fire precaution.
- * Please note any accidents in the accident book, kept with the First Aid Kit and follow the accident procedure, filling in the form kept in the book. Please inform the Centre caretaker or secretary about all accidents
- * The flats upstairs are separate from us and should not be disturbed unless there is an emergency.
- * No blue-tack or other adhesive may be used on the walls
- * Do not leave the Centre unattended at any time.

PLEASE MAKE THE FOLLOWING CHECKS WHEN LOCKING UP.

1. Please check all windows are shut securely, all lights turned off and all doors are locked including corridor doors.
2. The kitchen fire escape doors, the doors to the terrace and garden from the Main Hall and the emergency exit entrance doors at the end of the corridor, outside the Blue Room, are all emergency exit doors. Before leaving the Centre, could you please check that the handles are turned upwards. This means that they can be opened from inside the building, but not from outside. You cannot check whether they are locked from inside the building, as this simply opens the doors, if you are really unsure if they are locked or not, then you need to test the door handle from outside the building.
3. All rooms are returned to the conditions laid out overleaf.
4. Please make sure that all rooms and corridors are swept or hoovered as necessary. The brushes, mops, etc will be provided by the Caretaker
5. When putting chairs away in the storage cupboard, please do not stack them against the walls
6. Please do not store your things in a place where they block access to others.
7. All breakages or problems should be reported to the Caretaker.
8. Empty water boiler and switch off mains supply at wall.

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EVENTS MANAGEMENT POLICY

General responsibilities of the Centre Management Group.

1(a). The Centre Management Group is responsible for ensuring that the Centre is fully up-to-date with all the necessary Health and Safety checks, particularly regarding:

- internal and external lighting,
- access, egress and buildings,
- all emergency lighting,
- the fire alarm and all fire equipment and signage,
- all smoke alarms
- a first aid kit and accident book,
- all electrical equipment belonging to the Centre to carry an in-date safety label.

(b). The Centre Management Group is responsible for checking with incoming groups that:

- the building is fit for purpose,
- the kitchen is stocked as advertised,
- to advise incoming groups on whether they need to apply for an Events license, (usually needed if tickets for the event are for sale or if it is open to the general public or a liquor license from the licensing officer, if alcohol is for sale at the event.)
- to inform groups of maximum user numbers
- to hand out the Health and Safety advice sheet.

Duties in subsection b) will normally be delegated to the parish or bookings secretary.

2. Insurance.

- The building is insured for major contingencies and potential legal liabilities by a Diocesan Combined Policy for all **church activities**.
- All other outside users are expected to have their own cover and be satisfied that the building is fit for purpose.

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EVENTS MANAGEMENT POLICY (CONT.)

3. General responsibilities of the Hirer

a) GENERAL CONDITIONS

The hirer is responsible for ensuring that all general conditions regarding use of the Centre and how the Centre should be left are followed. These include:

- Cleanliness of the kitchen, toilets and all rooms included in the hire
- Security checks on all doors and windows
- Hirers are responsible for the removal and disposal of their own rubbish from the premises on the day of hire
- Informing the Caretaker of any damage to equipment, property or of any accidents.
- Hirers are responsible for setting up and putting away of all necessary equipment (e.g. chairs and tables). Note that the centre has 14 foldaway tables and appropriate chairs. The tables will normally be divided between the rooms as follows: Hall – 6, Blue Room – 4, Chapel – 4.
- Registered keyholders must keep keys safe. Any keys that are lost must be reported immediately to the caretaker. The keyholder remains responsible for any costs incurred due to loss of keys.

b) HEALTH AND SAFETY CONDITIONS

The hirer is responsible for ensuring that all written or verbal advice and conditions are adhered to. These responsibilities include:

- Maximum number of users are not exceeded
- Fire exits are not blocked
- Free access to lobbies and corridors are maintained at all times
- Access for disabled people is maintained
- Emergency access to fire engines, ambulances, etc is available at all times through the car park
- Children must be adequately supervised at all times
- "Wardens" (as described on the attached sheet) to be appointed

c) EQUIPMENT

- The list of equipment that will be brought into the Centre must be filled in on the booking form and be approved by the Centre
- All electrical equipment brought into the Centre must carry an in-date safety check label
- All other equipment brought in must be in good condition and be adequately supervised at all times. (No bouncy castles are allowed at the Centre at any time.)

If you are in doubt about any aspect of this policy please contact the Centre secretary or caretaker.

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CONDITIONS OF LETTING.

1. All application forms for hire of the Main Hall/Blue Room are to be addressed to the Secretary, St Mary's Parish Centre, St Mary's Road, Bodmin. PL31 1NF. Tel. 01208 72833.
2. The hirer will be responsible for the hire charge as soon as the booking for the engagement has been accepted and no engagement will be considered binding until a completed booking form has been received and the required deposit has been paid.
3. The hirer shall indemnify the Centre Committee against all costs, claims, expenses or damage incurred or suffered by the Centre Committee arising either directly or indirectly out of the use by the hirer of the hired accommodation or equipment at the Centre.
4. In the case of a single booking, a damage deposit of £50 shall be paid by the hirer, all or part of which may be retained by the Centre Committee in satisfaction of part or in whole of any claim under this indemnity.
5. It is the responsibility of the hirer to ensure the maintenance of order in the Centre and the immediate area: also at the end of the function to clear rubbish etc, and place same in plastic sacks or in the wheely bins provided outside the Centre.
6. It is a condition of hiring that no responsibility can be accepted by the Centre Committee for any injury whatsoever or for the loss of or damage to any private property brought into the premises as a result of such hiring.
7. The hirer shall not undertake or permit any interference with the gas, electric or heating installations without reference to the Centre Manager.
8. The hirer will be responsible for arriving at the appointed time to take over the room/s and for securing these if leaving before a member of staff has arrived to take over. If only one room is in use they then must secure the building. Hirers should adhere to the start and finish times they put on the booking form, as otherwise they may be liable to charges for staff waiting time. Hirers must include time for setting up beforehand and clearing up afterwards in their hiring time.
9. Any social or party bookings will be deemed to require a minimum of two hours.
10. Hirers are responsible for preventing unauthorised entry and for all damage caused.
IN NO CIRCUMSTANCES SHOULD THE BUILDING BE LEFT UNLOCKED AND UNATTENDED.
11. **CANCELLATIONS** - All bookings shall be paid for whether used or not unless written notice or cancellation is given at least three weeks prior to the date booked or unless specifically agreed with the secretary in the case of a long term series of bookings. All cancellations are to be in writing and addressed to the secretary at the above address
12. The Parish Centre Committee reserves the right to amend these charges and conditions at any time.
13. No nails, hooks or paste, nor anything else, which may mark the decoration, structure or furnishings of the rooms, may be used.
14. All damages done to property, furniture, furnishings and decoration is to be assessed by the Manager/Caretaker whose decision will be final. The hirer shall pay the cost of making good such damages. The hirer's goods may be retained until all monies due

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have been paid and may be sold by the Manager after three weeks if the charge remains unpaid.

15. Hirers not removing goods or decorations on the day of hiring, without agreement with staff, will be charged for an additional day.
16. Hirers should fully acquaint themselves with the siting of Emergency Exits and Fire Fighting Equipment etc., and ensure that they understand how these operate and are responsible for advising their attendees accordingly. Main entrances and exits to the building should be kept unlocked at all times whilst the premises are in use. Responsible people must be appointed to assist the public, should an emergency arise, and be fully conversant with the emergency procedures.
17. We would also draw your attention to the fire regulations, which require that when the fire alarm sounds, the premises must be evacuated IMMEDIATELY. All persons should assemble in the car park at the sign on the fence.
18. In the event of a test of the fire alarm system being undertaken, the staff will ensure that the organisation using the building are informed accordingly. In these circumstances there will be no need to vacate the premises.
19. The Centre Committee reserves the right to terminate any letting in the event of damage to the premises or property therein or where complaints are received from neighbouring residents or other users as to the use of the premises by the hirer. Any damage to premises or property must be reported immediately to the Centre Manager/ Caretaker.
20. Sale of tickets at the door for any function is not permissible except by special arrangement with the Centre Committee.
21. Liquor may be served but not sold on the premises unless hirer has applied for and been granted a liquor license from the liquor licensing officer.
22. Please note that the Parish Centre Committee cannot accept liability for any loss of, or damage to, any property brought into or left in the Rooms in connection with any hiring.
23. Please note that the Centre operates a NO SMOKING policy.
24. Use of the Centre for Jumble Sales. Goods for sale may be delivered to the Centre and stored in the Chair Store packed in plastic bags the night before the day of the sale (providing the Chair Store is not in use at this time). Large items, such as furniture, may be brought to the Centre only on the day of the sale. All residue of unsold goods, including large items, must be removed from the premises on the day of the sale. Any goods brought into the Centre for whatever purpose, must be clearly labelled with the name of the organisation concerned. The Parish Centre Committee cannot accept responsibility for goods stored.
25. Registered keyholders must keep keys safe. Any keys that are lost must be reported immediately to the caretaker. The keyholder remains responsible for any costs incurred due to loss of keys.

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Additional conditions etc.

- 1) Lettings that breach any aspects of the terms and conditions of the letting agreement can be terminated without notice or compensation to the hirer.
- 2) The Parish Centre committee and its representatives have the right of access to all parts of the building at all times.
- 3) Any hirer bringing hazardous, toxic or illegal substances onto the premises will be deemed to have broken the letting agreement and their hiring period will be terminated without notice or compensation.
- 4) The needs and requirements of the parish shall at all times take priority and precedence over those of other hirers. However, wherever possible, adequate notice will be given in order that hirers may make alternative arrangements. Those who use the Centre regularly (e.g. on a weekly basis, term by term) will be notified before the start of any new term of any times that will not be available to them and given a minimum of four weeks notice.
- 5) Long term regular hirers of the Centre must give a minimum of four weeks notice in writing of their intention to terminate their hiring agreement and pay up to that notified date.
- 6) If the Parish Centre cannot renew a long term regular hiring in the normal course of events the hirer will be given a minimum of six weeks notice in writing (or to the end of that school term, whichever shall be the longer).
- 7) St Mary's Parish Centre is the parish centre of the Catholic communities of Bodmin, Wadebridge and Padstow. As such it cannot be let, hired or used for worship that is not Christian or for teaching or activities which are incompatible with, or hostile to, the teaching of the Catholic Church. In determining such matters the decision of the Parish Priest, as a representative of the Bishop, and in consultation with the Parish centre Committee, shall be final.

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**STANDARD TERMS AND CONDITIONS FOR THE HIRING OF THE HALL/BLUE ROOM AND KITCHEN FOR PRIVATE, PUBLIC OR PARISH LETTINGS
INSURANCE/CURRENT LIABILITY COVER AND RELEVANT FOOD AND HYGIENE CERTIFICATES MUST BE PRODUCED BY CATERERS FOR PUBLIC LETTINGS.**

The Centre will provide:-

1. Mops, buckets, brooms and dustpans.
2. Refuse sacks.
3. Waste bins-1 x Wet and 1 x Dry.
4. Floor cleaner.
5. Outside rubbish bins.
6. Fridge with small freezer.
7. Single light duty microwave.
8. Vacuum cleaner.
9. 14 x 6 ' dining tables and 102 stacking chairs.
10. A double sink unit.
11. 1 centre kitchen work table.
12. 1 fixed buffet unit in Main Hall.
13. 82 sets of cutlery.
14. 82 sets of china.
15. 24 sugar bowls.
16. 24 cruet sets.
17. 12 serviette dispensers with serviettes.
18. 12 catering trays.
19. Water boiler with 18 litres capacity for tea and coffee.
20. Hand wash basin, hand towels, antibacterial soap and nail brush.
21. First Aid kit.
22. Electricity, hot and cold water.
23. Heating where applicable.
24. 6 burner electric hotplate and double convection oven with pans
25. Large teapots, coffee pots, milk jugs and sugar pots.
26. 14 foldaway tables and appropriate chairs. The tables will normally be divided between the rooms as follows: Hall – 6, Blue Room – 4, Chapel – 4.

The hirer is to provide:-

1. All linens, tablecloths, tea towels, washing up liquid and sauces.
2. Portable hot cupboards, fryers and griddles.
3. Serving dishes and tureens.
4. Temperature probes.
5. Chefs knives.
6. Any other cooking and serving utensils.
7. Any other item caterer considers necessary to service the function.

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INTERIM REGISTER OF CATERERS

In an effort to help with catering functions the following list has been provided from caterers who have been contacted and asked if they would be prepared to offer catering for events in the Parish Centre.

These caterers are not registered with the Centre, their numbers have been taken from the Yellow Pages.

The caterers listed under the Bodmin telephone numbers will usually be prepared to cater for events of any size. The caterers from further away obviously need to have a minimum number of people to ensure that it is worth their while in view of the travelling costs involved

If you should have any queries, please do not hesitate to discuss this with the Centre's staff who will be pleased to explain in more detail. The staff will not be able to give advice on the caterer — who you use will be of your own choice.

Day to Day Buffets any size

Break Thyme	01208 76628
Barnett Fare	01208 74426
Conservatory Snack	01208 79666
Folly Tea Rooms	01208 269250
Nicals	01208 75333
Marguerite Catering	01726 823958

Catering for 20 or more people

Event Cuisine	01726 844423
Smorgers	01726 67560

Catering for 50 plus

Anytime, Anywhere	01566 776610
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INTERIM REGISTER OF CATERERS (CONT).

Weddings with or without the Bar

A piece of cake	01872 278593
C&G Catering	01752 787829 (Will do the bar on its own)

All caterers have current liability cover and the relevant food and hygiene certificates.

Please note: inclusion on the Register should not be seen to imply any comment by the Management as to the quality of service provided by any caterer, or as preferring any caterer above another.

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Keyholder Application Form

The Parish Centre Committee is happy to accept applications from regular Parish Centre users for Centre keys to be issued to them. The Parish Centre Committee will review all such requests and issue keys where approved. Applicants, including 'stand-in' keyholders, must accept the following conditions before applications will be considered.

Conditions:

- I have read and accept the 'Conditions of Letting' and 'General Responsibilities of the Hirer'.
- I will ensure that no additional keys are cut.
- I will not share Centre keys with anyone other than Stand-in keyholder as nominated on this form.
- In the event of a key being misplaced or lost I will notify the Parish Centre caretaker immediately.
- I will reimburse the Parish Centre for any cost incurred if my key is lost or misplaced.
- All Centre keys remain the property of the Parish Centre. I will return my key immediately if my group ceases to use the Parish Centre or if I cease to be a member of the user group.
- The Parish Centre Committee reserve the right to request immediate return of any keys issued to user groups. If requested I will return my allocated key immediately.
- To comply with Health and Safety conditions I give permission for my details to be held on a keyholder inventory.
- I will not use the keys allocated to access the Parish Centre at any time outside of my booking times.

Please return completed forms to the Parish Centre Secretary.	
GROUP NAME:	_____
KEYHOLDER NAME :	_____
ADDRESS:	_____
TEL. HOME/MOBILE:	_____
SIGNATURE:	_____
STAND IN KEYHOLDER NAME:	_____
ADDRESS:	_____
TEL. HOME/MOBILE:	_____
SIGNATURE:	_____
DATE:	_____
Parish Centre Committee approver name/signature:	_____ / _____ Date: _____