

Beverley Minster

Standard Service room bookings

Terms and Conditions of use

1. A standard service hirer is responsible for:

- the security of the building which involves unlocking the venue at the start of the hire period and locking it at the end (see 2. Keys);
- arranging the furniture to suit their purpose and returning furniture to the area where it was found;
- leaving the premises in a clean and tidy condition (see 3 Cleaning);
- following the regulations for use of the kitchen, if kitchen use is part of the hire agreement (see 4 Use of Kitchen);
- responsible for public liability insurance (see 5 Public Liability Insurance).

2. Keys

- A key will be issued when necessary and must be signed for.
- During the daytime group leaders or a 'responsible person' may collect the necessary keys from the Parish Centre at 38 Highgate, between 9am and 5pm (Monday to Friday).
- After locking up the keys should be returned to the Parish Centre or posted through the letter box at 38 Highgate.
- Arrangements for the collection of keys for evening and weekend events must be made in advance with the Parish Centre.
- All keys remain the property of Beverley Minster and must be kept secure at all times and returned to the Minster staff on request.
- Loss of any key must be reported to the Parish Centre immediately.
- **Under no circumstances may copies of keys be made.**

3. Cleaning

- Preparation and clearing of the premises will not be undertaken by Minster staff and time within the hire period must allow for hirers to do these.
- Users are expected to leave the premises in a clean and tidy condition.
- Vacuum cleaners, brushes, dustpan and cleaning materials are available.

- Please stack chairs neatly and place all litter in the bins provided.
- The premises are cleaned as frequently as possible by Minster staff, but, because of heavy usage, cleaning after every group is not possible. We rely on users to leave each room used as they would expect to find it
- The costs of repairing any damage or breakages etc or additional cleaning will be charged to the hirer. Estimates for repair or replacement will only be obtained from authorised suppliers.
- **Where the event for which the venue is hired is a party or reception;**
 - **a deposit of £50 will be required;**
 - **the hirer can choose to have the venue cleaned by the Minster at an additional charge of £10 per hour.**

4. Use of Kitchen

- The Parish Hall kitchen is a legally designated food preparation area and may be inspected by health inspectors at any time. We therefore must obey strict hygiene and health and safety rules. If you have requested use of the kitchen facilities the following conditions STRICTLY APPLY:
 - Under NO circumstances are children to be allowed in the kitchen
 - All cutlery and crockery must be washed and dried and placed in designated cupboards and drawers (all marked accordingly)
 - NO items of food or drink to be left by groups.
 - Tea, coffee, sugar and orange squash will be available if the kitchen is requested. Groups should bring their own milk.
 - The fridge is available for kitchen users but NO food should be left behind Any items left will be disposed of.
 - The kitchen is available for the serving of non-alcoholic drinks and light refreshments only (e.g. biscuits). No reheating or cooking of food is allowed. The dishwasher may be used only by prior arrangement and following instruction. Use of the kitchen may not be exclusive to the hirer. Other groups may be using the facility at the same time.
 - If hirers wish to use the kitchen for reheating or cooking food this must be arranged with a member of the Catering Team* beforehand. Such use will include mandatory compliance with a separate set of Conditions of Use, based on the Food Safety Act (Amended) 1995. There may also be an additional charge depending on the scale of activity and equipment used. *Contact name & number available from the Parish Centre.

5. Public Liability Insurance

- It is a requirement of hiring that all hirers must have public liability insurance cover in respect of occupiers and the activities they carry out in Minster premises. In particular, insurance should cover accidental bodily harm, injury or death to a third party, and accidental damage to Minster property, resulting from such arrangements or activities.
- The Minster cannot accept responsibility for the consequence of arrangements/activities by either user groups or individuals.
- The Parochial Church Council does not accept responsibility for any personal injury or for loss of, or damage to, any personal article within the premises or items used by groups and stored temporarily on the premises.

6. Safeguarding and children

- All organisations who hire the rooms for the use by children under the age of 18 should have a Safeguarding policy. A copy of this policy should be forwarded with your booking form.
- Hirers of the Parish Hall and Emmaus Room should be aware that the toilet facilities are shared between these two locations. Hirers are responsible for the proper supervision of children under 18 using the toilets.
- If you do not have a your own Safeguarding Policy you must agree to adopt Beverley Minster's Safeguarding Policies when booking.

7. Payment

- All payments should be made to the Parish Centre either in person or by post (postal address: Beverley Minster Parish Centre, 38 Highgate, Beverley, HU17 0DN (01482 868540). Cheques should be made payable to 'Beverley Minster PCC'.
- Cancellation of a booking within one week of the event will attract the full hire charge and within two weeks half the fee.
- The PCC reserves the right to amend the Conditions of Hire and the Scale of Charges without notice.
- The event for which the premises is hired, as stated on the booking form, may not be altered or varied subsequently, without the consent of the PCC.
- Sub-letting, or the transfer of the benefit of the approved hire, to any other person or organisation is not permitted.

8. Sale of Alcohol and use of Music

- The sale of alcohol is not permitted nor is the provision of any 'regulated entertainment' (which includes a performance of live music; the playing of recorded music or performance of a dance) without a Temporary Event Notice, (T.E.N.), which must be available for inspection prior to the event.

Initial enquiries regarding any application for a T.E.N. should be made through the Parish Centre.

9. Smoking

- Smoking is not permitted in any Minster venue.

10. Guide Dogs

- Guide dogs are permitted, but no other animals please.

11. Emergencies

- In the case of an emergency please refer to the Parish Centre (01482 868540) or Minster Virger (usually available inside the Minster).
- It is the hirer's responsibility to be familiar with the Fire Regulations displayed in the venue.

12. Failure to adhere to the Conditions may result in further booking applications being refused.

13. Regular Users

- Regular/weekly bookings will be reviewed annually at the beginning of the year.
- Each hirer will be asked to re-new bookings at the start of each year following our annual review of hire charges. Please do not assume that regular bookings will be carried forward automatically.
- All regular users must complete and sign a new booking form annually.