

The Parish Church of All Saints, Mickleover

In partnership with St John's, Mickleover and part of Mickleover Churches Together
A Registered Charity No: 1131600

All Saints Church Centre, Etwall Road, Mickleover,
Derby, DE3 0DL

Telephone: Derby (01332) 510446

Email: admin@allsaintsmickleover.org.uk
www.allsaintsmickleover.org.uk



Church Centre Hire

Please read the following pages and then complete and return the Booking Form to the Church Office.

Office opening hours:
Tue, Wed, Thur 9am - 3pm

Please make sure that the 'Lead Person' of your party is aware of our conditions, in particular fire warning and exit signs in case of evacuation.

Please leave the Centre as you find it, generally tidy, and ensure that all windows are closed and the door securely locked before leaving the key.



Main Hall

Length: 44 feet/13.4m approx.

Width: 31 feet/9.5m approx.

Height: 9 feet/2.75m approx.

With a range of tables and chairs



Committee Room

With tables and chairs



Kitchen

Equipped with cutlery, crockery, kettles, microwave, fridge, oven etc.

ROOM HIRE RATES - PER HOUR

New Hirers	£17 per hour
Regular Hirers	£12 per hour
Kitchen	£8
Committee Room	£8

Additional Cost Recovery- Where failure to comply with the conditions of use (on following page) that incurs the Church additional costs, such as damages etc. the hirer agrees to reimburse such costs on request.

ALL SAINTS CHURCH CENTRE
Conditions of Use

1. The person in charge shall be present and in charge of the premises during the whole of the function and free from duties which would prevent him/her from being immediately available in the event of an emergency. This person must be at least 18 years old. He/she shall maintain good order and behaviour on the premises during the whole period of use, taking all reasonable precautions to make sure that everyone on the premises is safe, and shall keep down noise levels at all times in view of the proximity of our neighbours.
2. The person in charge must read the Fire Instructions and follow them in an emergency; any assistants must also be familiar with these procedures.
3. Before opening the doors to the public the person in charge shall check that:
 - (a) All doors providing means of escape from the premises are kept clear, unlocked, and can be opened easily and immediately from within.
 - (b) The EXIT signs are switched on and lit. (Switch by the main light switches in the hall.)
 - (c) The external passages are illuminated.
 - (e) The firefighting equipment is readily available for use.
 - (f) The fire alarm is available and easily accessible.
4. The person in charge shall read and abide by the attached Public Entertainment Licence check list.
5. On leaving the Centre the person in charge shall ensure that all doors, including fire doors, are securely closed.

6. The maximum number of persons permitted in the Centre at any one time is 140.

7. Functions must not finish later than 10.00pm and the Centre must be cleared by 10.30pm.

8. The whole Centre has been designated as a NO SMOKING area.

9. Every organisation or group using the Centre must leave all rooms and toilets clean and tidy and all rubbish taken away.

(Church bins not to be used)

Cleaning materials and utensils can be found in the Cleaner's Cupboard in the storeroom. Tables should be neatly stacked with the long tables secured in the trolleys provided and chairs neatly and safely stacked at the sides of the main hall.

10. These premises are not licensed for the sale of alcohol. Consumption of alcohol is to be at the discretion of the Parish Coordinator. The responsibility of obtaining a licence for the sale of alcohol would rest with the hirer.

11. Raffles, tombola etc. may be held providing the tickets are sold **only** on the day of the event. Any organisation wishing to conduct a lottery/tote must obtain their own lottery licence from the City Council.

12. The use of a television set to receive broadcast programmes within the Centre is not permitted as we do not have a TV licence.

13. Any of the hirer's equipment brought onto the premises must be removed at the end of the session. No responsibility can be accepted for damage to the hirer's equipment howsoever caused.

14. In the event of power failure the emergency lighting will switch on automatically.

15. On rare occasions Church events may have to take precedence over bookings already made. In this case at least four weeks' notice will be given.
16. In the case of a regular letting, a probationary period of one month will apply. There is to be one month's notice on either side for cancellation. Failure to comply with any of the above conditions will allow the Committee to cancel the letting agreement with immediate effect.
17. The hirer shall agree to pay the appropriate hire charges.
18. No pins, tape or blu-tack to be used on walls or the ceiling. Temporary signs can be blu-tack-ed to wood glass. Only pin boards may be used to pin items to.
19. No operations to be carried out above average head height. The use of step ladders etc. is not acceptable due to Health and Safety regulations.
20. No naked flames are allowed (exceptions being the burners on the centre cooker, matches and candles on cakes etc.
21. On vacating the premises please check that the following are switched off.
 - Water heater switch for the toilets in the Main Hall.
 - All lights including the ones in all the toilets.
 - The water heater switch and cooker switch in the kitchen.
 - Please check that all kettles are switched off.
22. Please take all rubbish away with you as we have limited bin space.

Many thanks
The Centre Manger

Emergency Plan for the Temporary Responsible Person

As the responsible person for the event you have legal duties with regards to the safety of those persons assisting or attending the event.

Before the event or function you should be aware of:

- what fire protection systems are present;
- how a fire will be detected;
- how people will be warned if there is a fire;
- what staff should do if they discover a fire;
- how the evacuation of the premises should be carried out;
- where people should assemble after they have left the premises and procedures for checking whether the premises have been evacuated;
- identification of key escape routes and exits, how people can gain access to them and escape to a place of safety;
- arrangements for fighting fire;
- how the fire and rescue service and any other necessary services will be called;
- procedures for meeting the fire and rescue service on their arrival and notifying them of any special risks;
- what instruction employees or helpers need and the arrangements for ensuring that this training is given;
- limitation on numbers of people;
- any chains and padlocks which need removing from fire exits, etc.;
- exit doors which are required to be in the open position are secure; and

- checking that all escape routes are clear of obstructions and combustibles.

Before the event you should decide:

- the arrangements for fighting fire;
- the arrangements for means of escape for disabled persons;
- the duties and identity of staff who have specific responsibilities if there is a fire;
- the arrangements for the safe evacuation of people identified as being especially at risk, such as contractors, those with disabilities, children, members of the public and visitors;
- how you will proceed if life safety systems are out of order, e.g. fire-detection and alarm systems, sprinklers or smoke control systems;
- who will be responsible for calling the fire and rescue service and any other necessary services;
- who will meet the fire and rescue service on their arrival and notifying them of any special risks; and
- your plans to deal with people once they have left the premises, especially children.

At the start of the event or function you should notify all those present about:

- the smoking policy;
- the emergency warning signal;
- who is supervising and how to identify them;
- location of exits and escape routes;
- taking only valuables immediately to hand but not to go to collect other belongings;
- the location of assembly points; and
- what will happen after that (e.g. re-entry to the building).

During the event or function you should ensure that:

- escape routes and exits do not become blocked;
- your smoking policy is adhered to;
- no naked flames are started (unless authorised e.g. candles);
- where naked flames are present that combustible material is kept clear;
- rooms do not become overcrowded;
- noise levels cannot drown out the fire alarm; and

- if necessary, the number of persons in your premises is limited or controlled

Standard conditions of Hire to comply with the Public Entertainments Licence & Fire Precautions

As the responsible person for the event/function, etc. you have legal duties with regards to the safety

The Hirer acknowledges receipt of a copy of these conditions of the Public Entertainments Licence for the premises.

Before opening the premises to the public the hirer acknowledges that:

Escape doors are unlocked and can be opened from inside

Fire door areas are clear from obstruction

Exit signs are switched on and lit

Normal lighting is working

Firefighting equipment is readily available

Fire alarm is available and easily accessible

In the event of a power failure the emergency lighting will switch on automatically.

Address for Emergency contact is:

**All Saints Church Centre
Etwall Road
Mickleover
Derby
DE3 0DL**

Opposite Masons Arms Public House