

## Conditions of Hire for Sutton Poyntz Mission Hall.

Bookings:- Maureen Morris 01305 835533.

1. The Hirer is responsible for having appropriate insurance for their event, unless by prior arrangement when booking.
2. The Mission Hall is insured by the Mission Hall's trustees for use by up to **60 people**.
3. The Hirer needs to produce their own **Risk Assessment**.
4. Hirers who have regular care and responsibility for children and/or vulnerable adults need a **safeguarding policy**.
5. The Hirer may **store equipment** in the Hall by prior arrangement..
6. During the hiring period, the Hirer will be responsible for the supervision and care of the building and its contents, ensuring there is no damage.
7. There is a **No Smoking Policy**
8. The Hirer must follow current **Government Health Guidelines** when necessary (e.g. COVID awareness).
9. There is an **Accident and Minor Injury Book** located in the kitchen.
10. The Hirer is responsible for the **behaviour** of all persons using the Hall and the Orchard. Adults looking after children are responsible for their safety at all times.
11. **Parking** in front of the Hall's entrance is for unloading/loading only. The Hirer must ensure proper parking supervision so as to cause no obstruction. No parking is allowed adjacent to the Hall on Mission Hall Lane due to the narrow road, although set-down and pick-up are allowed. There is free parking nearby around the village.
12. When the **kitchen** is used, please follow the Guidance notes on Food Safety displayed there. If your organisation wishes to provide food more than 6 times a year of a type that needs extra care (e.g. the cooking of fresh meat), please contact the Mission Hall Committee as the kitchen may need Local Authority registration. Please leave surfaces, cooking facilities, crockery, cutlery and glasses clean. Used tea cloths, towels and tablecloths to be returned washed.
13. If the **small card tables** are used, cover them with the small vinyl table cloths which are stored in the kitchen.
14. All **breakages and damage** must be reported in writing on the Hazard Report sheet.
15. If **candles** are lit, for safety, please use them in the glass globes in the storage cupboard.
16. The Hirer can bring their own safe and unmodified **electrical equipment** to the Hall. Please take away afterwards. If the Hirer sees any electrical appliance, plug or lead that looks damaged or unsafe, do not use. Please inform 01305 835533 or a Mission Hall Committee member.
17. **Fire Exits** must be kept clear at all times.
18. Before a meeting or performance, the Hirer shall designate a person to notify visitors and users about the **Fire Evacuation Procedure** plus the **location of the Fire Exits and extinguishers**. (See **Fire Safety** below.)

### **At the end of hiring and when leaving, it is the responsibility of The Hirer to:-**

1. Leave the premises in a clean and tidy condition with the chairs and tables stacked.
2. Remove anything brought into the premises for the hire period e.g equipment, belongings or food in the fridge. There are bins outside the side kitchen door for recycling waste, empty bottles etc.
3. Check that all of the kitchen equipment is turned off, including the hot water switch under the sink and the drinking water heater to the right of the serving hatch.
4. Turn off the heating in the kitchen, passageway and main Hall.
5. Turn off the lights in the kitchen, toilets and Hall and ensure all rooms are empty before leaving and locking the Hall.
6. Shut all windows and doors including the fire doors.
7. Lock the side door from inside and lock the front door, placing the key in the Safety Key Box.

### **FIRE SAFETY at Sutton Poyntz Mission Hall.**

#### **If there is a fire, the person in charge must:-**

1. Instruct people to leave the building.
2. Direct people to the Fire Assembly Point - gravel area outside the Hall or further away along the lane if safer.
3. Call the Fire Brigade - 999
4. Give the address:- The Mission Hall, Mission Hall Lane, Sutton Poyntz, Dorset DT3 6LY  
Grid reference: 370 580 metres East and 083 880 metres North
5. Ensure that once the Hall is evacuated, no member of the public re-enters the building.
6. On arrival of the Fire Brigade, tell them the persons who are safe and accounted for and if there are any casualties or people unaccounted for.
7. Only use the Hall fire extinguishers if it is safe to do so.

**All documents relevant to hirers are in the Mission Hall display unit and at [suttonpoyntz.org.uk](http://suttonpoyntz.org.uk)**