

The Haydock Community Centre

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Using the Haydock Community Centre

Updated 09/09/21

This User Guide comprises:

- a) Practical details of how things work, and
- b) the more formal Conditions of Hire which form the legal contract between the Hirer and the Parish Priest at St Catherine's.

Please make sure you read all parts carefully before completing a booking form.

a) Practical Details

Access

The Haydock Community Centre is behind the church and rectory, you reach it by the drive to the left of the church. The entrance is the white glass door between the hall and the rectory. The key to the entrance is kept in a secure **key pad*** by the rectory door.

Car parking

There is some parking outside the Centre itself for 4 cars. (The space immediately by the Rectory front door is reserved for the priest). Please park with the nose of the car facing the Rectory or parallel to the Centre - do not park along the cemetery stone wall as this makes it difficult for cars to reverse and exit easily. All cars are parked at owners' risk.

Additional parking is available on Drover's Lane (2 hours) and, outside school hours, in the car park opposite St Catherine's school. The nearest public car park is further down Drovers Lane (Sat Nav: CA11 7QL) near the Police Station and the Town Hall.

Security system

Un-setting - If the security alarm is activated, it will beep when you enter the Haydock Centre. Key in the **security code*** on the keypad by the main door of the Centre. The beeping will stop and the security alarm is now un-set.

Re-setting the security system when you leave the Centre - Key in the code on the keypad and leave by the main door.

If you accidentally set off the intruder alarm - first re-insert the code (which will silence the alarm) and then press 'yes' to get the system back to default.

Light switches in Hall

The lights are on an automatic setting to come on at movement in the Hall and go off after a time. If you need to override that to switch the lights off, the remote is in a socket by the door. Each light is separately controlled by pointing the remote at the light and pressing OFF. At the end of your session if you have changed the lights you can go round and switch them off manually or simply leave them to

re-set to Auto. A word of caution: the remote is at a height suitable for disabled users which makes it easy for children to reach too - please keep an eye on it!

Screen/Projector/Speakers/Laptop in Hall

All controls, remotes and cables (in a tin) are at the far end of the room, on the right. (The main switches should be left on, but if there is no power check these first.) Personal electrical equipment is brought in at users' own risk.

Screen - There is a switch (labelled) to raise/lower the screen electronically.

Projector - Benq remote from the tin, switch it on and leave to warm up before connecting the computer. (Note, it is currently slightly misaligned but please do not alter it.) It will connect to the computer automatically.

Computer - You can connect your own laptop, allow several minutes for the projector to "find" the video source. Connect VGA cables and sound cables from the tin. Sockets are on the back wall (labelled).

Speakers - Video cables connect red lead to RH socket, black lead to LH socket and into headphone socket on laptop. Visio remote from tin adjusts volume if needed.

Kitchen

All groups using the Haydock Centre are free to use the kitchen. Instructions for the cooker and hob are in a plastic wallet in a kitchen drawer. Please remove used cleaning materials, disposable cups or any items brought into the Haydock Centre.

Payment

The cost of hiring the Hall is £15/hour. Payment can be made by bank transfer: Account name: LRCD APEN, Account no: 31335200, Sort code: 40-27-02 or by cheque (payable to St Catherine's). Under the present circumstances invoices will be sent in arrears, ie September usage will be invoiced at the beginning of October. We work hard to avoid cancellation fees but see Section 8 of the Conditions of Hire. Hire charges are not subject to VAT.

* The two security codes needed will be sent by email to the responsible person.

b) Conditions of Hire

1. Use of the Haydock Community Centre (the “Centre”)

- 1.1. The Centre may not be used for any purpose which is contrary to the teachings of the Catholic Church or which could cause offence. At all times the Catholic nature of the Centre must be respected. Any breach of potential breach of this condition will mean that the use of the Centre is withdrawn.
- 1.2. The use of the Centre shall be confined to the purpose identified in the Hire Agreement. The Hirer shall satisfy himself that the Centre is suitable for the intended purpose, including, if applicable, whether persons with a disability are able to access/leave and adequately use the Centre, with a particular view to their personal health and safety.
- 1.3. The Hirer shall not use the Centre or allow the Centre to be used for any unlawful purpose or in any unlawful way nor do anything or cause any nuisance or inconvenience to neighbouring properties or bring anything onto the Centre which may endanger the same or render invalid any insurance policies in respect thereof.
- 1.4. Use of the Centre is limited to the accommodation hired and adjacent toilets.
- 1.5. Car parking is permitted in the car park subject to availability and the Hirer is responsible for supervising car parking arrangements so as to avoid obstruction of the highway and emergency exits. (See the Practical Details section of the User Guide.) The Parish Priest, the Parish or the Diocesan Trust shall not be liable for any loss or damage, howsoever occurring, to vehicles parked in the Centre’s car park.
- 1.6. Access to the site by parishioners and the general public may not be impeded.
- 1.7. While no reasonable publicity display will be refused, the Hirer is to respect the location of the Church and the fact that the Centre is a Church-owned property. Any signage must be inoffensive and appropriate.
- 1.8. The Hirer shall permit the Parish Priest and/or Parish representatives to enter the Centre at all times during the hire period.
- 1.9. The Hirer shall comply with all laws, regulations and codes of practice relating to the Centre and relating to the particular purpose of hire during the hire period.
- 1.10. The Parish Priest reserves the right to ask Hirers to provide the names of Referees who will vouch for the Hirer.
- 1.11. The Parish Priest reserves the right to ask any organisation using the Centre for its constitution or a statement of its aims and objectives.

2. Permission to Use the Centre

- 2.1. The Hire Agreement constitutes permission to use the Centre on a non-exclusive basis and confers no tenancy or other right of occupation on the Hirer.
- 2.2. The Hire Agreement is personal to the Hirer who may not sub-let or share possession of any part of the Centre.
- 2.3. The Hirer will be responsible for all actions and omissions of any suppliers of services (including external caterers or other suppliers of services) for the event taking place and the Hirer shall confirm the identity of such suppliers to the Parish Priest in advance.

3. Preparation and Cleanliness

- 3.1. No alterations may be made to the Centre and nothing may be attached to the walls or ceilings which may cause damage to the Centre.
- 3.2. The Centre must be left in a clean and tidy condition and all rubbish must be removed from the Centre. Tables and chairs are to be returned to their original position at the end of use.
- 3.3. It is the responsibility of the Hirer to ensure that the Centre is secured and alarms activated on leaving, and that the key is returned to the secure key pad. A check should be made to ensure that taps, lights and electrical appliances are switched off at the end of the hire.
- 3.4. Setting up and clearing up is to be within the overall time specified in the Hire Agreement. Over-running the booked time of hire will incur an additional charge payable within 24 hours.

4. Noise and Public Order

- 4.1. The volume of amplified music is to be kept to an acceptable level to avoid causing a nuisance to neighbouring properties.
- 4.2. Amplified sound must cease at 11.30pm.
- 4.3. The Hirer shall be responsible for ensuring that in all cases conduct shall be decent, sober and orderly and nothing contrary to sobriety, decency or good manners shall be performed, produced, exhibited or represented.
- 4.4. Performances of hypnotism and inappropriate humour are not permitted. Practices involving mediums and psychics are not allowed.

5. Licensing & Gaming

- 5.1. All licences or agreements necessary for the proposed use of the Centre are the responsibility of the Hirer (e.g. all public entertainment, theatre production, music and reproduction of recordings).
- 5.2. The Hirer shall ensure that, at the Hirer's expense, all licences, consents, permission or agreements necessary when using the Centre for any particular purpose are obtained and in force during the hire period.
- 5.3. The Hirer shall ensure that Bingo and other forms of permitted gambling will conform to all statutory and other current gaming regulations and codes of practice in force from time to time.

6. Sale of alcohol

- 6.1. The sale of alcohol is prohibited. The Hirer may provide his/her own alcohol if specified in the Hire Agreement.

7. Hire Fees

- 7.1. The cost and payment terms are stated in Part a)
- 7.2. The Parish Priest reserves the right to make a charge to pay for any repairs, replace any losses or pay for additional cleaning.

8. Cancellation

- 8.1. The Parish Priest reserves the right to make a cancellation charge of 10% of the cost of hire if cancellation is less than 48 hours before the hire date.
- 8.2. The Parish Priest reserves the right to cancel a booking by written notice to the Hirer in the event of:
 - the Centre becoming unfit for the intended use by the Hirer;
 - an emergency requiring use of the Centre as a shelter for the victims of flooding, snowstorm, fire, explosion or people at risk of those or similar disasters;
 - the Parish Priest reasonably considering that the hiring may be in breach of the Hire Agreement, the Conditions of Hire or any legal or statutory requirements.
- 8.3. The hire fee will be refunded in the event of cancellation by the Parish Priest; but no refund will be given in the event of cancellation because of breach of the hire agreement or any conditions. In all cases, the Parish Priest, Parish and/or Diocesan Trust shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

9. Health & Safety

- 9.1. General Conditions:
 - The Centre is a No Smoking building.
 - Children should be properly supervised.
 - Nothing of an inflammable or explosive nature may be brought into the Centre.
 - No additional cooking facilities are to be introduced into the Centre.
 - The Hirer shall ensure that caterers and persons used for supply of refreshments are required to observe hygiene regulations and any other reasonable requirements of the local Environmental Health Officer.
 - Animals, other than guide dogs, are not permitted inside the building.
- 9.2. The Hirer shall:
 - 9.2.1. Accept responsibility for being in charge of and on the Centre at all times during the hiring and for ensuring that all conditions of the Hire Agreement and Conditions of Hire are met. If the Hirer does not expect to be on-site for the whole duration of the hire, then another responsible person shall be appointed to be in charge during any absence of the principal Hirer.
 - 9.2.2. Provide appropriate risk assessments, if required, 14 days in advance of the hire date covering all activities during the period of hire. Failure to provide such risk assessments if requested will deem the Agreement as terminated.
 - 9.2.3. Ensure, so far as is reasonably practicable, that persons using the Centre do so in such a way that does not pose a risk to themselves or other people.
 - 9.2.4. Take all reasonable precautions to ensure and safeguard the safety of persons and Parish property by the provision of adequate supervision at all times.
 - 9.2.5. Take all reasonable precautions and make all reasonable efforts to observe all regulations, rules and conditions which relate to health and safety.
 - 9.2.6. Provide any first aid facilities that he deems necessary in accordance with the Health and Safety (First Aid) Regulations 1981.

9.2.7. Ensure that any electrical appliances brought by him to the Centre and used there are safe, in good working order and (unless domestic equipment) have a current Portable Appliance Testing (PAT) certificate.

9.2.8. Report any hazards (e.g. damaged carpet or trailing cables) to haydockcc@btinternet.com within 24 hours.

9.2.9. Ensure any spillages are promptly dealt with.

10. Fire Safety

10.1. The Hirer is to familiarise himself with the Centre fire risk assessment and make all other users aware of the fire procedures for the Centre.

10.2. The Hirer shall ensure that no more than the following number of individuals is in the Centre:
Main Hall 100 standing, 55 seated; Quiet Room 6 seated.

10.3. Fire extinguishers must not be moved from their permanent positions unless there is a fire.

10.4. Seating arrangements must include sufficient gangways for emergency evacuation.

10.5. All escape routes and means of exit from the Centre, including in particular emergency exits, are to be kept clear of obstructions at all times.

10.6. Fire doors must be kept closed at all times and must only be used in the event of an emergency.

10.7. In advance of commencing the use of the Centre, the Hirer shall check that:

- all fire exits are unlocked and panic bolts in good working order;
- all escape routes are free from obstruction and can be safely used;
- no fire doors are wedged open;
- there are no obvious fire hazards on the Centre.

10.8. In the event of the fire alarm being activated, the Hirer must ensure the Centre are promptly evacuated and appropriate action taken in the event of a fire being discovered or reported.

11. Accidents and Incidents

11.1. The Hirer must report all accidents involving injury to any individual(s) and any 'near misses' to haydockcc@btinternet.com as soon as possible and in any event no later than the next working day and the Hirer must complete the relevant section in the Parish's Accident Book. Names and addresses of any witnesses should be provided.

11.2. Breakages must be reported to the haydockcc@btinternet.com within 24 hours of the incident.

12. Indemnities

The Hirer shall be responsible for:

12.1. Payment of the hire charge.

12.2. Indemnifying the Parish Priest, Parish and Diocesan Trust from and against all actions, costs, claims, demands and damages arising from any breach of these Conditions of Hire, any accidents or injuries sustained by any persons arising out of or incidental to the hiring and the Hirer's use of the Centre.

12.3. All actions, costs, claims and demands in respect of damage to the Centre, or damage to or loss of property, articles or any items whatsoever placed in or left at the Centre by the Hirer or any persons attending the Centre in connection with the Hirer's use of the Centre and shall indemnify

the Parish Priest, Parish and the Diocesan Trust from and against such actions, costs, claims and demands.

- 12.4. Any damage (including accidental damage) to the Centre or to the fixtures, fittings or contents thereof and for loss of contents, however caused by the Hirer or as a result of the Hirer's use of the Centre.
- 12.5. The Hirer, if a group, company or organisation, shall provide proof of valid and adequate Public Liability cover to a minimum limit of indemnity of £5,000,000 and this cover should not exclude Covid-19.
- 12.6. The Hirer shall effect, and shall ensure that any suppliers shall have valid and adequate Public Liability cover with an insurance company to a minimum limit of indemnity of £5,000,000 and produce evidence thereof on demand.
- 12.7. The Parish Priest, Parish and Diocesan Trust are not responsible for and shall not be liable for any loss due to any breakdown of machinery, failure of supply of electricity, repair work, leakage of water, Government restriction or act of God, or any other event which is beyond their reasonable control which may cause the Centre to be temporarily closed, or unavailable or the use to be interrupted or cancelled.

13. Safeguarding

- 13.1. The Hirer is responsible at all times for the welfare and safety of those attending the Centre in connection with their use of the Centre. The Hirer is responsible for managing the conduct of staff and/or volunteers.
- 13.2. It is the responsibility of the Hirer to ascertain if they need to be registered with the statutory authorities to use the Premises for their intended activities.
- 13.3. A company or organization hiring the premises for a children's group (or for other categories of vulnerable persons) must have its own safeguarding policies and procedures and follow these.
- 13.4. Those groups and organisations not belonging to the Parish or Diocese of Lancaster must have their own safeguarding policies and procedures which include safer recruitment of volunteers, detail safe practice requirements and the duties of The Hirer to manage and report concerns. By signing the Agreement the Hirer affirms that these will be adhered to at all times.
- 13.5. Those groups belonging to the Parish or the Diocese of Lancaster are expected to follow the Diocesan Code of Conduct and The National Catholic Safeguarding Policies and Procedure, <https://www.csas.uk.net/procedures-manual> particularly in respect of creating and maintaining safe environments (Chapter 4) and to know how and when to report concerns or allegations. By signing the Agreement the Hirer affirms that these will be adhered to at all times.
- 13.6. Private/Family Functions e.g. birthday parties the Hirer is not expected to have a safeguarding policy or procedure they are expected to ensure a safe environment for all their guests and report any safeguarding concerns, allegations or incidents to the Parish Priest/ Parish Safeguarding Representative.
- 13.7. Reporting Concerns
 - 13.7.1. Hirers must not delay in contacting the police if you have reason to believe a child or adult is in immediate danger.

- 13.7.2. Hirers must report any concerns that a child or other vulnerable person may have been harmed or is at risk of harm to the Parish Safeguarding Representative and/or the Diocesan Safeguarding Office (email haydockcc@btinternet.com, subject line Safeguarding). It is the policy of the Catholic Church in England and Wales to report all allegations of abuse to the statutory authorities.
- 13.8. When using visiting entertainers, speakers, instructors etc. the Hirer must:
 - 13.8.1. Ensure that the visitor does not have unsupervised contact with children, young people or adults at risk;
 - 13.8.2. Provide the visitor with the Code of Conduct and explain that they are expected to comply with it.

14. General

- 14.1. No waiver by the Parish Priest of any breach of the Conditions of Hire by the Hirer shall be considered as a waiver of any subsequent breach of the same or any other provision.
- 14.2. If any of these Conditions of Hire is held by any court to be invalid or unenforceable in whole or in part the validity of the other provisions of these Conditions of Hire and the remainder of the provision in question shall not be affected.
- 14.3. The Hire Agreement and Conditions of Hire shall be governed by the laws of England and the parties agree to submit any dispute arising in connection with it to the non-exclusive jurisdiction of the English courts.
- 14.4. The terms of the Hire Agreement and Conditions of Hire are the entire agreement between the parties relating to the hire of the Centre and supersede all oral or written proposals, arrangements and understandings.
- 14.5. Except for the Diocesan Trust, no third party can benefit from this Hire Agreement and the provisions of The Contracts (Rights of Third Parties) Act 1999 are expressly excluded.
- 14.6. No variation or addition to the terms of the Hire Agreement and Conditions of Hire shall be binding upon us unless agreed in writing by the Parish Priest.
- 14.7. In the event of a breach of the Hire Conditions, the Parish Priest, or his representative may rescind the booking on the spot and require an immediate vacation of the Centre. In addition any individual attending a Hire may be asked to leave at the discretion of the Parish Priest or his representative.

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