

TERMS AND CONDITIONS OF HIRE OF PREMISES AT EDINBURGH GREENBANK PARISH CHURCH as at June 2024

ACCOMMODATION BOOKED

Users are not permitted to occupy any other room, hall or outside area unless previously agreed as part of the hire.

PERIOD OF OCCUPATION

We accept no bookings for less than one hour and ask that, unless there are exceptional circumstances, bookings are made in increments of half-an-hour. The period of time of the chargeable hire will be as noted in the booking form. As part of the hire period and for purposes of setting up and clearing up, we will also offer, at no charge, 15 minutes either side of your core activity times. It is an essential condition of hire that Users shall not access the premises before the agreed start time of the hire and shall completely vacate the premises and remove any equipment and property brought onto the premises by themselves and by those they have allowed onto the property by the end of the hire period. On leaving, the premises must be left clean and tidy, windows and doors shut, all lights turned off and the external door firmly closed.

CANCELLATION

Two working days notice of a cancellation is required for *external* groups, otherwise a charge will be made. Greenbank Church reserves the right to cancel individual meetings at short notice in very exceptional circumstances, for example because of fire or flood, or if halls are required to fulfil its own obligations. In this case, a full refund of any monies deposited will be given.

INSURANCE

The Users shall be responsible for providing proof of adequate insurance cover for themselves, those associated with them and their equipment and any other property they bring into the premises in connection with their use of them. They shall be responsible for demonstrating adequate public liability insurance cover in respect of their use of the premises, to the value of £5 million.

INDEMNITY

The Congregation shall not be responsible for any loss, damage or claim by any party of any kind, including claims in respect of deficiency in respect of the premises themselves arising out of this hire; and the Users shall indemnify the Congregation (including the Trustees vested in the premises) against all such loss, damage or claims. Any damage to the church property during occupancy of the premises will be made good by Greenbank Parish Church and the cost of this will then be charged to the User, person or organisation responsible.

CHILDREN, YOUNG PEOPLE AND PROTECTED ADULTS

The Users must confirm that they are aware of the current relevant legislation relating to the safeguarding of children, young people and protected adults [Protection of Vulnerable Groups \(Scotland\) Act 2007 \(legislation.gov.uk\)](#). They must further confirm that they are familiar with and will follow the provisions contained in the Church of Scotland Safeguarding materials relating to work with Children, Young People (under 18 years of age) and Protected Adults and, where necessary, have adopted a recruitment procedure which utilises the current PVG scheme. It is agreed that if Users are found to be in breach of these undertakings, the Congregation shall have the right to terminate this agreement with immediate effect.

HEALTH AND SAFETY

Users must familiarise themselves the Fire Evacuation Plan and Procedures in Event of a Fire. They must also

familiarise themselves with signage showing location of First Aid boxes, Accident Book, Fire Exits and be responsible for accounting for the number of persons in their organisation and recording of any accidents. Any portable electrical items brought in for use on the premises must be tested annually and have a current PAT Certificate available for inspection.

FIRST AID

It is the responsibility of all those leading groups in the halls to be responsible for First Aid. First Aid kits are kept in: the Servery adjacent to the Main Hall; the Servery between the Hermitage and Braid Rooms; at the bottom of the stairs to the Lower Hall beside the Crypt door. A Defibrillator can be found externally on the Church wall at the corner of Braidburn Terrace beside the noticeboard.

KITCHEN AND FOOD HYGIENE

Use of the kitchen facilities must be specifically requested at the time of booking. There may be an extra charge, depending on usage. Food may be cooked in the kitchen but users making and serving food must satisfy the Health and Safety Officer that use of the kitchen will be supervised by person or persons holding at least a basic qualification in the handling, processing and preparation of food as recognised by The Food Standards Agency and that they are familiar with their duties under the Food Safety Act 1990 and undertake to comply with the same. Online training is available. These conditions need not be met if preparation of tea or coffee only is required. Commercially-prepared food may be brought in, but the only home-cooked food permitted is cakes and biscuits without any cream. Those consuming the food must be alerted to the presence of allergens, if any. The kitchen must be left in a clean, neat and tidy condition at the end of the period of use with all rubbish and food removed from the premises.

PIANOS

Pianos may be available for use on specific request only if used by competent players. If such permission is sought the player must be named on the booking form. Any damage will be the responsibility of the User or organisation.

LICENSED ACTIVITIES

Certain activities on church premises may require to be licensed. This includes any lottery or gambling, sale of alcohol, cinema showings, musical performances and so on. Further information may be sought from the Church Administrator.

PARKING

Please note that parking near Greenbank Church can be difficult, particularly in light of alterations to the road layout on Braidburn Terrace. Braidburn Terrace is now one-way, running from the west (the junction at the Church) to the east (the junction near the entrance to the Hermitage of Braid). In particular, our immediate neighbours at 2 Braidburn Terrace have a white line safeguarding the entrance to/exit from their driveway and *on no account* should halls users park on this line, even for brief drop-offs or collections.

In addition, vehicles must not drive over the pavement to park illegally on the space between the Church door and the North Transept, which is Church property. This is unsafe and is not permitted. Unless they have special permission to do so, halls users should park on the road and not on the pavement or on private property.

OTHER

Please note that no smoking is permitted within the buildings or outside the premises within the boundary of our property. No animals are permitted to enter the halls, except for Assistance Dogs. For evening hires, visitors are requested to leave the premises quietly, in order to avoid disturbing our neighbours.