

Llanrhos Old School



Chairman: TBA Vice Chairman: Venerable Bob Griffiths
Treasurer: Ann Harty annhartyok@gmail.com Secretary: Gill Schlangen
Registered Charity No: 1131047

LETTINGS POLICY for Outside Groups & Organisations using Llanrhos Old School **This forms part of the completed Hire Agreement**

Llanrhos Old School (Aberconwy Mission Area) – a Not for Profit Community Venue

Current legislation, and the insurers, necessitate that Llanrhos Old School Management Committee issues this Lettings Policy alongside the Hire Agreement; users must comply with the terms herewith. Please read carefully, as your signed Hire Agreement is confirmation that you have read and understood the contents.

Llanrhos Old School Management Committee welcomes the use of Llanrhos Old School by organisations, subject to the following conditions:

1. **Charges for lettings/hires** – are set by the Committee
2. The premises will not be let to individuals or groups if there is reason to believe that the name of the Mission Area or the Church in Wales will be brought into disrepute, or if a risk assessment considers the activity is not suited to the premises. The Management Committee's decision is final
3. **Sub-letting** is NOT permitted
4. **Smoking/Vaping/Electronic Cigarettes** – smoking or vaping on the premises is illegal and, therefore, not permitted on the premises or within the grounds of the property
5. **Alcohol** – consumption of alcohol on the premises is not permitted unless in keeping with the conditions of the Hire Agreement; the Management Committee require advance notice to consider any application (see Section 5 of Hire Agreement)
6. **Equipment** - must be used appropriately and guidance sought where appropriate (see Section 6 of Hire Agreement)
7. **Access** to the premises is only allowed during the agreed hire period; in any event, the premises is to be vacated by 10.30 pm. Please note - the Management Committee reserves the right to have access to the premises at all times
8. **Policies** – these are clearly displayed in the ante room (off kitchen). Copies available on request
9. **The Hirer** is obliged to ensure that:
 - a) Facilities and equipment used are clean and left in the same condition as found and stored appropriately and safely
 - b) Fire doors (internal and escape doors) are to remain closed at all times and are not to be wedged open
 - c) All appliances and lights should be switched off when vacating the building
 - d) Leftover foodstuffs and liquids **MUST** be removed; if not they will be destroyed (this includes items in the refrigerator)
 - e) Any breakages or damage must be reported to the caretaker and may be charged for
 - f) The hirer/user is responsible for keeping good order and for the actions of participants and visitors to classes, courses, events etc
 - g) Children should be supervised at ALL times – both inside and outside the building. It is recommended that children should not be allowed outside the building unless accompanied by an appropriate adult
 - h) All accidents or incidents should be reported to the Administrator (07986 178833) and the Caretaker if available. Accidents should be noted in the Accident Book (ante room wall)
 - i) A First Aid box is available for use by a qualified person (kitchen)

Important Information: The Management Committee welcomes responsible hirers and members of the Community. It has proved necessary to clarify and expand on the Code of Conduct to ensure the good order of the Grade II listed building, and avoid unnecessary expense, which would otherwise go towards the support and upkeep of this 'not for profit' venue.

- All persons using the Old School premises do so at their own risk
- The Committee is not liable for any loss or inconvenience resulting from breakdown of equipment, electricity failure, water supply failure or any other cause which occurs so as to interrupt, cancel or prevent any hiring of the premises
- The Committee accepts no responsibility for the loss of, or damage to, any personal property. This includes property which is stored upstairs as a courtesy to hirers at their request. Permission must be sought prior to storing any items
- The Hirer is responsible for the safety of any electrical appliance brought onto the premises. Should an accident happen resulting from faulty equipment brought onto the premises the user/hirer will be held responsible for any consequential damage
- Parking; On Site parking is limited, and at own risk. Please park considerately both on and off site, ensuring you park legally at all times
- Septic Tank; no item other than toilet paper provided is to be disposed of in the toilet. Green paper towels are to be placed in the bin provided.
- Where food is brought into or prepared on the premises, all food hygiene rules should be followed
- Adherence to the conditions of the Licensing Authority (ie numbers allowed in the hall etc) is mandatory. Please seek advice if unsure of numbers
- No alcohol is allowed for sale unless the appropriate licence from the Licensing Authority has been obtained by the hirer
- No nails, bolts, tacks, screws, drawing pins, blu-tac, tape etc may be driven in/used/adhered to any part of the premises
- Decorations and adornments: these cannot be affixed without the permission of the Committee
- Notices for display on the appropriate notice boards should be vetted by the Committee prior to display. Prior permission is essential