



ST PETER'S
LUTTON PLACE

ST PETER'S
Scottish Episcopal Church
Lutton Place
Edinburgh EH8 9PE

stpetersedinburgh.org

Thank God • Live Joyfully • Celebrate Community

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SC017358

Community Hall and Meeting Rooms
Conditions of hire
August 2020

As the lockdown restrictions ease St Peter's expects any tenants to adhere to the guidance of The Scottish Government, The Scottish Episcopal Church and, where relevant, your organisation's governing body.

Contents:

1. Rooms available
2. Terms & Conditions
3. Booking form and declaration
4. Plans of the building

ROOMS AVAILABLE

Main Hall

Large hall with high ceiling and excellent acoustics
10 x 17 metres
Level access from car park and street
Wooden floor
Tables and chairs available
Accessible toilets on the same level
Use of kitchen with large hatch available separately

Prices:
Daytimes £20 per hour
Evenings after 6 pm £30 per hour

Choir Vestry

Mid sized room, first floor
Accessed by wide staircase and platform lift
Tables and chairs available
Accessible toilet on the mezzanine below
More toilets on the ground floor
Use of kitchen available separately
Views over the Lutton Place bowling green

Prices:
One hour: £12
Additional hours: £10 per hour

East or West meeting room

Bright cosy room overlooking gardens
Carpeted floor
Access: six steps up
Dimensions: 3 x 5 metres
Toilet and kitchenette

Prices:
One hour: £10
Additional hours £8 each

TERMS & CONDITIONS

Contract between 'St Peter's Church' and 'The Hirer'

Please read the following carefully. By signing the booking form you are agreeing to abide by the conditions contained within this document.

You also agree to adhere to current coronavirus guidance issued by The Scottish Government, The Scottish Episcopal Church and, where relevant, your organisation's governing body.

<https://www.scotland.anglican.org/coronavirus-updates/>

We try to keep the hire costs on our Hall and Meeting Rooms reasonable and affordable for community groups. Please help us keep costs down by co-operating with the terms and conditions below.

This is not a condition of contract, but if you are promoting your group on Facebook we would appreciate being tagged @stpetersedinburgh.

Booking & payment, including deposit and cancellation

Your booking is confirmed when we receive a booking form, coronavirus risk assessment and payment in full.

The Hirer may be liable to pay a returnable deposit of £200. Provided all conditions contained herein have been observed it will be refunded within ten working days of the event.

Payment must be made by BACS, cheque or we can issue regular invoices. When paying by BACS please reference the date of your booking.

BACS details:

Account number: 10371162

Sort code: 80-22-60

Bank: Bank of Scotland

Account name: St Peter's Hall Hire

By cheque:

'St Peter's Hall Hire'

Posted or hand delivered to:

The Lodge, St Peter's, 14 Lutton Place, Edinburgh EH8 9PE

Cancellation

By the Hirer: If the booking is cancelled less than 21 days before the event, the Hirer agrees to pay 50% of the hire fee.

By St Peters Lutton Place: St Peter's reserves the right to cancel, refuse, reschedule or impose further special conditions or charges on any particular booking. As much notice as practicable will be given to the Hirer of the cancellation/ rescheduling and St Peter's Church agrees to seek to arrange an alternative slot for the Hirer and to refund the hire fee.

During this period of coronavirus restrictions we offer a full refund to any bookings cancelled due to Scottish Government and Scottish Episcopal Church guidance on use of public spaces.

LIABILITIES

Event organiser

The person responsible for the booking is required to be over the age of 25. St Peter's reserves the right to ask for proof of age at the time of key collection.

Protection of vulnerable groups

The organiser must sign the PVG declaration included with the booking form.

Insurance

The Hirer is responsible for providing adequate insurance for the Hirer, those associated with the Hirer, any equipment and any property brought into the Hall in connection with the Hirer's use of the Hall. The Hirer shall also be responsible for providing adequate Public Liability Insurance in respect of the Hirer's use of the premises.

Health & safety

The Hirer is responsible for the health and safety of those using the Hall or Meeting Rooms because of the booking. Any potential risks or concerns should be reported to St Peter's Church before the booking. No one associated with the Hirer must use a ladder when alone on the premises. It is the responsibility of the Hirer to ensure that any electrical equipment brought into the Community Hall or Meeting Rooms has been subject to up to date Portable Appliance Testing.

A statutory announcement regarding exiting the building in an emergency must be made at the start of each and every event, using the form of words provided at the exits. A written statement of evacuation procedures is clearly posted in each room. It is the responsibility of the event organiser to reach these procedures and ensure that they are implemented. The whole building is, by law, strictly NO SMOKING.

Indemnity

St Peter's Church will not be responsible for any loss, damage or claim by any party of any kind, including claims in respect of any deficiency in respect of the Community Hall or Meeting Rooms arising out of the Hire.

The Hirer will indemnify St Peter's Church against all such loss, damage or claims.

Security

It is the Hirer's responsibility to let in people coming to the group, and to ensure that no unauthorised people enter the Hall.

Keys

You will be loaned a key for the duration of your booking. Please arrange to collect a key from the hall administrator on development@stpetersedinburgh.org.

Parking

Two parking spaces are available for organisers running an event in the Hall.

One parking space is available for organisers running an event in the Choir Vestry or each Meeting Room.

Both the red double doors are emergency exits. They must not have cars parking in front of them.

Keys and Doors

Access for the organiser is via Door C at the far end of the carpark. Unlock the door to open. While it is open, lock it again. The door can now be opened from the inside but is locked from the outside.

Guests for the Community Hall or Choir Vestry enter via door A on the plan.

Guests for the East and West Meeting Rooms enter via Door C.

Heating

The heating for the **Hall** and **Choir Vestry** are set on a timer. Please do not touch the radiators. The **East and West Meeting Rooms** are heated with plug in electric radiators. Please switch off when you leave.

Lighting

Please ensure overhead lights and side lights are switched off when you leave. The emergency lighting stays on automatically. Please switch off the outside lights when exiting from Door A and/or C.

Timing

Your booking must include set up and take down time. For example a one hour event with 15 minutes to set up and 15 minutes to clear up afterwards, book for 1 ½ hours.

Please ensure the Hall or Meeting Rooms are left in a clean and tidy state. Vacuum cleaner, broom, dust pan and brush are provided.

Waste and Recycling

The Hirer agrees to remove all their waste and recycling at the end of the booking. The Hirer will bring their own boxes and bags to transport waste. The Lutton Place street bins are for residents of Lutton Place only. Please take your waste home for separation or to your local recycling centre.

Like all public buildings St Peter's Community Hall and Meeting Rooms are strictly No Smoking. An ash tray is fixed to the wall outside double doors B.

The stage will not normally be available for performance use and unauthorised personnel must not operate the curtains. If you need access to the stage for performance please tick the box on the booking form.

Fire Extinguishers must not be used to prop open doors.

Breakages and damage

After your meetings, please email us with details of any damage or breakages, or to record that there has been none. Charges may be applied in the event of damage to the premises and contents.

Feedback

We welcome feedback on the halls and our service. Please drop us a line with any comments: development@stpetersedinburgh.org.

AT THE END OF YOUR MEETING

Please check that you:

1. Ensure that the **Hall, Vestry** or **Meeting Rooms** are left clean and tidy and that all rubbish is removed
2. Turn all light switches off. In the Meeting Rooms unplug all radiators.
3. Please return furniture: stack chairs and folding tables in the **Hall**; set out chairs in the **Choir Vestry**.
4. Leave by the side door A and ensure that this door is locked with the key. The lock is not self locking

In case of emergency contact:

Property Convenor – Mrs Liz Mackay 0131 343 2216 07796 172 200



ST PETER'S
LUTTON PLACE

Booking Form ~ Community Hall ~ Choir Vestry ~ East or West Meeting Rooms

Name of person responsible for booking:	
Organisation:	
Address:	
Postcode:	
Email:	
Telephone:	
Room(s) required:	Community Hall <input type="checkbox"/> Community Hall + stage <input type="checkbox"/> Choir Vestry <input type="checkbox"/> West Meeting Room <input type="checkbox"/> East Meeting Room <input type="checkbox"/>
Dates required:	
Times required (including set up and take down):	From To
Description of group:	
Expected number of attendees:	

Privacy Statement

We will hold your contact details on file to ensure smooth handling of your booking. We won't share your data with third parties. Full privacy policy is available at <http://stpetersedinburgh.org>.

We would like to email you very occasional updates about what is happening at St Peter's Halls. You can unsubscribe at any time. Please tick one:

- Yes, I'm happy for you to occasionally update me by email and can unsubscribe at any time
- No, please don't send me updates

Use of St Peter's hall during the coronavirus response

Date: 11 September 2020

Responsibilities of St Peter's and hall hirers

Coronavirus hygiene compliance declaration

Name: _____ (The Hirer)

I/the organisation I represent is familiar with Scottish Government current coronavirus guidance and have/has an understanding of it and undertakes to follow the guidance.

As an affiliated member of _____ I/the organisation I represent am/is familiar with the governing body's current coronavirus guidance and undertake to follow the Code of Practice contained therein.

Sent with this booking form is our coronavirus hygiene risk assessment. _____

Building preparation

St Peter's will provide a clean and sound building, to the best of our knowledge. The Hirer to let us know of any issues that arise.

Space available

In hiring the hall the hirer and attendees have use of the following areas: Main porch, ground floor lobby, accessible toilet, main hall. All other areas are out of bounds except by prior arrangement

The hirer will be lent a key for the south end door to use for opening up. Participants will enter through the main porch door

Physical distancing

Numbers in the hall

- For a static event, eg meeting, the hall can accommodate up to 30 people maximum, provided 2 metres physical distancing is maintained
- For a sporting event the hall can accommodate maximum up to 18 people aged 12 plus, including coaches.
- For children under 12 the hall can accommodate up to 29 people, plus one adult, depending on your ratios
- These numbers may be increased with confirmation from your relevant governing body or association and by prior arrangement with St Peter's.

The Hirer, with reference to guidance from their governing body, will ensure that appropriate physical distancing is maintained. In particular when participants: enter or leave the building, when using the toilets, when circulating and during the session.

The Hirer will supply signage relevant to their physical distancing plan

The hirer must suspend or modify activities that are not permitted or cannot be undertaken without breaching physical distancing guidance within the space available.

The hirer must use guidance from their sport governing body to decide how to play the sport within any constraints.

In the case of sporting activity spectators are not allowed in the building

Two metres physical distance must be maintained at drop off and pick up times, in particular parents must be reminded of this.

Hygiene health and safety

St Peter's will ensure that the toilet is kept clean between hires and appropriately stocked with toilet paper and hand towels. The Hirer will inform St Peter's of any issues.

St Peter's will clean toilet, floors and touch points between bookings.

St Peter's will provide and empty the following bins: hand towels and sanitary items in the toilet, small bin in the hall.

The hirer will provide hand gel for participants on entry, and encourage participants to bring their own hand gel.

The hirer will bring cloths and disinfectant or antibacterial wipes for spot cleaning as necessary.

If the hirer has more than one session during a booking, the hirer undertakes to disinfect the toilet, touch points and benches between each session.

The hirer will clean their own equipment and remove it at the end of the session. The hirer will encourage participants to bring their own equipment.

St Peter's tables and chairs are available for use by prior arrangement. If the hirer uses tables and chairs, the Hirer will disinfect them at the end of the session and return them to their place.

The hirer will ask participants to bring their own drinking water. The kitchen is locked and drinking water will not be available.

The Hirer must provide their own first aid kit, ensure they have adequate first aid training and adequate PPE for delivering first aid.

Storage is not available. The hirer to bring their own equipment and cleaning materials. Use of the car park for this is welcome.

The hirer to ensure that the room is adequately ventilated while in use. The main door should be left open and additional fire doors opened as needed.

The Hirer to pay rent by BACS

Communication

The hirer must communicate adjustments, physical distancing and hygiene procedures to all their staff, volunteers, coaches, participants and participants’ parents.

The hirer should review how procedures work, adjust accordingly and communicate changes to participants and/or parents.

Review

The hirer will inform St Peter’s of any issues and policy will be reviewed accordingly.

Participant attendance

The hirer will record details of all participants, staff, volunteers and coaches. Details must include: name, time of attendance, telephone number.

These details must be kept for 21 days after each meeting.

If anyone attending is confirmed to have coronavirus the hirer must inform NHS Test & Protect and St Peter’s.

Equality Impact Assessment

The hirer must consider how policies could impact on people with protected characteristics and caring responsibilities.

Signed on behalf of The
Hirer

Name

Position

Name of Covid Officer if
different

Date

Signed on behalf of St
Peter’s

Name

Position

Date

Protection of Vulnerable Groups Declaration

To complete your booking, sign one of the following statements:

1. CHILDREN'S ACTIVITIES

I/the organisation which I represent am/is familiar with the Scottish Episcopal Church Child Protection Policy contained in the booklet Safeguarding Children & Young People in the Church <https://www.scotland.anglican.org/wp-content/uploads/2014/06/Summary-Card-CP.docx> and Safer Recruitment <https://www.scotland.anglican.org/wp-content/uploads/2014/06/Summary-Card-Safer-Recruitment.docx> or equivalent publication approved by an accredited agency and have/has an understanding of it and undertakes to follow the Code of Practice contained therein. All those who are working with children under the age of 18 have had a satisfactory PVG scheme disclosure, and any new leaders will be required to complete a PVG disclosure check.

I understand that if the organisation which I represent is found to be in breach of this declaration St Peter's Church reserves the right to cancel any lease or hire agreement immediately.

Signed..... (Responsible Person) Date.....

Or A parent or guardian of each child and young person under the age of 18 will be present

Signed..... (Responsible Person) Date.....

Or The hire of the Hall is for the purpose of a private party for children attending by invitation only

Signed (Responsible Person) Date.....

Or The hire of the Hall does not involve work with children or young people under the age of 18

Signed (Responsible Person) Date

2. SERVICES FOR PROTECTED ADULTS

I/the organisation which I represent am/is familiar with the Scottish Episcopal Church Policy on Vulnerable Adults contained in the booklet Protecting Vulnerable Adults <https://www.scotland.anglican.org/wp-content/uploads/2014/06/Summary-Card-VA.docx> and Safer Recruitment <https://www.scotland.anglican.org/wp-content/uploads/2014/06/Summary-Card-Safer-Recruitment.docx> or equivalent publication approved by an accredited agency and have/has an understanding of it and undertake(s) to follow the Code of Practice contained therein. All those who are working with Protected Adults have had a satisfactory PVG Scheme disclosure and any new leaders will be required to complete PVG disclosure check.

I understand that if the organisation which I represent is found to be in breach of this declaration St Peter's Church reserve the right to cancel any lease or hire agreement immediately.

Signed (Responsible Person) Date

Or The hire of the Hall does not involve services provided for Protected Adults

Signed (Responsible Person) Date