

The hut is owned by the Church of England Diocese of Portsmouth and managed by the Empshott Parochial Church Council.

This document is to cover a few points of importance in terms of health and safety and to ensure that the hut is always ready for others to use. It is also to ensure that no unnecessary costs are incurred either by the hirer or the PCC.

1. Health and safety:

- a. Hirers are responsible for the health and safety of all those using the Hut during the period of hire. Hirers are required to familiarise themselves with fire exits, extinguishers and safety lighting. Hirers must ensure that fire exits remain unlocked during Hut use and are locked up again afterwards.
- b. Due to the risk of fire in the totally wooden construction, there is a strict NO SMOKING policy inside the building.

2. Hours of use:

- a. There are no particular restrictions on the number of hours for which the Hut can be hired, however all activities must cease before midnight and the area vacated quietly. Sunday lettings should be of a "quiet" nature.
- b. Hirers are responsible for the cost of heating in addition to any normal hire charges. Please ensure that the heating is turned off before leaving the hut, failure to do so will incur additional charges.
- c. The period of hire is, unless other arrangements are agreed beforehand, from the collection of keys to the return of keys.

3. Breakage deposit:

- a. No deposit is required, however hirers are expected to make good or provide financial recompense for any damage to the Hut or its property during the period of hire.
- b. It is the hirer's responsibility to ensure that the hut is left clean and tidy. Please do not leave personal property in the hut without prior agreement.
- c. If hiring tables or chairs only, unless other arrangements are agreed beforehand, the hire period will be counted as the time from collection to return including return of keys.

4. Viewing:

Hirers who are not already familiar with the Hut are advised to view before booking to ensure that the limited facilities are suitable for their requirements. Contact one of the keyholders to arrange a visit.

5. Parking:

Please contact Mrs. Ward-Thomas on 01420 538775 to arrange parking if necessary

6. Payment:

- (1) To be made by cheque payable to "Empshott PCC"

7. Hire Charges:

- a. Hut: £5.00/hour – this is to cover wear and tear, use of electricity, water etc. Charges may vary during the winter months when heating is required.
- b. Furniture:
 - i. Gopak tables £2.50 per table per day or part of.
 - ii. Other tables £1.00 per table per day or part of.
 - iii. Chairs £5.00 per dozen per day or part ofPayment should be made to Bob Robinson 01420 538900 or Vicky Gibbon 01420 538423. Please make cheques payable to "Empshott PCC"

8. Keyholders:

Mr. Bob Robinson 01420 538900 email: hut@empshott.org
Mrs Carol Ashby 01420 538386

Bookings should be made through Mr Bob Robinson.