



A GUIDE FOR HIRERS

St Margaret's Church prides itself on being a centre for social and cultural activities within the local community. There is full access for the disabled, modern toilet facilities in the Crypt and easy internal access from the church to the Crypt via a double staircase and lift.

PERFORMANCES AND EVENTS

- **The Church:** St Margaret's is primarily a church and is designed and furnished as such. The central nave has pews. The outer aisles can be either open spaces or can be filled with high quality upholstered folding chairs, which would have to be ordered at the time of booking. It is a welcoming space, has good acoustics, efficient heating and flexible lighting. We shall remove the Communion Table for you and ask that you respect its function and do not allow coats and instruments to be placed on it. We must ask you **not to move the lectern**, as it is extremely heavy and could cause severe injury if it toppled. Please replace anything you move after your event has finished.
- **Piano:** You are welcome to use the Bechstein grand piano. It is very heavy indeed and requires 6 people to lift it onto the staging. The piano should not be wheeled over carpet. If notice is given we can usually arrange to move it for you, but it is helpful, and essential on a Saturday evening, that you organise its return to the side aisle. Please be very careful for your own safety and for the safety of the piano too. We tune the piano regularly, but you are welcome to have it re-tuned at your own expense.
- **Organ:** The organ is available to experienced organists for an additional fee (£70). It is a first class instrument and is tuned regularly. Arrangements for its use must be made with the Organist and Director of Music.
- **Staging and extra seating:** We have a small amount of flexible temporary staging, which can be available for theatrical or musical performances of different kinds. We also have a conductor's rostrum and a higher tier for a choir. There is a sound system for which advance instruction will be required. Stacking chairs are kept under the organ.
- **Heating:** The church is very effectively heated by fan convector heaters, but they are noisy at full output, so you will be advised on how to adjust the speed control during the actual performance. The boiler time setting will have been adjusted as part of the booking arrangement.
- **Advertising:** We are always happy to advertise your event through our website, A4 posters and outside the church. Please let us have any details when you make your booking.

PRS FOR MUSIC

St Margaret's Church is registered with PRS for Music as a live music venue. PRS license organisations to play, perform or make available copyright music on behalf of their members and those of overseas societies, distributing the royalties to them fairly and efficiently. PRS promote and protect the value of copyright. If you are holding a concert or recital in St Margaret's you will be asked to provide information to the office so that we can pass this information on to PRS who will calculate the fees due for your event. We will need a copy of your programme, the fee charged for entry and the number of attendees. **It is the hirer's responsibility to collect and submit this data as soon as possible after the event.** Please note that there is a fee payable even if you do not charge for entry. You will be invoiced separately for the PRS fee after the event (PRS fees are calculated quarterly). If you would like to find out more about how PRS fees are calculated you can visit the PRS website at www.prsformusic.com.

OTHER EVENTS AND USE OF THE CRYPT

- **Access:** The Crypt can be accessed from within the church but there is external access from the south side of the church when the Crypt is used separately for a meeting. There is both staircase and ramp access with full lighting. The Crypt has a suite of modern toilet facilities including a disabled-access toilet.



- **Heating and Lighting:** The Crypt has its own independent heating system with concealed fan convactor heaters. The lighting can be controlled to give an indirect aesthetic background illumination or increased with directional spots for (e.g.) seminar presentations. We have no window blinds, a fact which may need to be taken into account for presentations. PLEASE ENSURE THAT ALL LIGHTS, INCLUDING DIMMERS, ARE TURNED OFF WHEN YOU LEAVE.
- **Kitchen:** There is a well-equipped kitchen with oven (**for reheating only, not cooking**), water heater and a serving hatch to the meeting area. There is a range of crockery and cutlery. Please ensure the kitchen is left clean and tidy, as you have found it.
- **Bar:** St Margaret's PCC hold a Premises Licence as a Designated Premises Supervisor Committee. This enables alcohol to be served in the Crypt during licensing hours. With prior agreement we allow regular hirers to run their own bar during functions. Permission to run your own bar should be discussed with the facilities manager at the time of booking and you will be required to sign and strictly comply with our St Margaret's Alcohol Licensing Agreement for Hirers.

GENERAL

- Capacities:** The Church has a maximum seating capacity of 250 (including performers). The Crypt has a maximum seating capacity of 50 or standing room for 100.
- Meetings:** There is a projection screen and projector stand available for your use, a small fee will be charged.
- Cleaning:** Both the church and the Crypt should be kept and left in the condition in which you found them. **PLEASE TAKE ANY RUBBISH HOME WITH YOU.** There is a vacuum cleaner, please use it if necessary.
- Car Parking:** Parking restrictions apply in the area. There is limited parking in the church drive, please contact the church office to see if it available on the day of your hire. The church car park across the road **is available Sundays only.**

ST MARGARET'S HEALTH AND SAFETY ISSUES FOR HIRERS

It is vital that everyone who hires St Margaret's Church, the Crypt or the Visitors' Centre organise their activities in a safe and responsible manner.

NO SMOKING AND ALCOHOL POLICY

There is a strict no smoking policy in all our buildings. Wine and bottled beer only is allowed to be served in the Crypt if a prior agreement has been made.

EMERGENCY PROCEDURES (Full evacuation procedures can be found at the end of this document)

If there were an emergency, it is vital that everyone is able to exit quickly and safely wherever they are in the building. As a hirer, **it is your responsibility** to manage your group to ensure that everyone is safe. Evacuation procedures can be found over each Call-point and by each exit. Follow procedures – call 999 and give the full address and postcode:

St Margaret's Church, Lee Terrace, London, SE13 5DN

or

The Visitors' Centre, Brandram Road, London SE13 5EA

Please ensure that as the group organiser, you know where the **emergency exits** are and that you do not block them in anyway with chairs or tables. Our designated **Meeting Point** is on the grass semi-circular area in front of the church.



Please make sure you know where all the **fire extinguishers** and **fire blankets** are and what they can be used for. Please note that the equipment should only be used after training - contact the church office if this is required. These are inspected every year to ensure they are fit for purpose (as are all our gas appliances and electrics). There is a **smoke and carbon oxide alarm** outside the kitchen.

If your attendees bring **buggies and pushchairs** to the event, please ask parents and carers to park them in a responsible manner, not blocking exits.

There are three First Aid Kits and Accident Log Files on site. One **First Aid Kit, Eye Bath Kit and Accident File** is located on the shelf at the back of the church opposite the door to the tower, the second **First Aid Kit and Accident File** is in the kitchen in the Crypt and the third **First Aid Kit and Accident File** is located in the kitchen in the Visitors' Centre. Please fill the Accident Log in when necessary so that we can build up a picture of any hazards and do something about them.

SAFEGUARDING POLICIES FOR CHILDREN AND VULNERABLE ADULTS – VERY IMPORTANT

St Margaret's have policies for Safeguarding Children and Vulnerable Adults (see below) in line with Home Office and Southwark Diocese guidelines and as a result we **strongly recommend** the following for those that hire our premises and organise activities involving children and/ or vulnerable adults (note you will be asked to sign our booking form saying that you have seen our Safeguarding Policies and will be following it):

- activities should be run with at least two adults present (if their parent or carer is not present), at least one of whom should be **DBS checked** (Disclosure and Barring Service). A copy of the DBS certificate(s) should be sent to the Church along with the booking form.
- keep an up-to-date **address list** of attendees & record relevant medical details including allergies

PUBLIC LIABILITY INSURANCE

Hirers are required to have public liability insurance cover. Organisations that operate on a regular basis should already hold this insurance. Individuals hiring the premises for a private function should check with their household insurers to ensure that the public liability cover would extend to include the organising of such an event. It is the responsibility of the hirer to ensure this cover is in place before the event takes place.

PRIVATE PROPERTY

Private equipment and personal items brought onto the premises are done so entirely at the owner's risk. **No** responsibility can be taken for loss or damage to private items. Any items left so as to cause hazard, nuisance, or impediment to church operations will be removed.

CLEANING AND CLEARING UP

The Church and the Crypt are cleaned regularly. The spaces are well used during the day and the evenings, so please remember that another group may be meeting after you. With this in mind, please ensure that if you have had a "messy" activity that you sweep or Hoover the floor afterwards and leave the space as you found it. It is particularly important that you put away all the chairs and tables in their right place.

FINALLY, BEFORE YOU LEAVE

Could we kindly ask the group organiser to:

- check that the toilets have been left in good order and turn off the lights
- shut and lock all windows and doors
- turn off any lights, including dimmers, and any kitchen appliances (hot water, oven, dishwasher etc)
- **PLEASE TAKE ALL RUBBISH, INCLUDING RECYCLING, WITH YOU. THERE ARE SPARE BLACK BAGS AVAILABLE IN THE KITCHEN DRAWERS SHOULD YOU NEED THEM**
- on leaving, lock the doors securely



POLICY FOR SAFEGUARDING CHILDREN

We are committed to promoting and supporting environments which:

- are youth-friendly and child-friendly and nurture their positive development
- enable children and young people to be active contributors to the church and local community
- protect children and young people from actual or potential harm
- enable and encourage concerns to be raised and responded to openly and consistently.

We recognise that:

- the welfare of the child or young person is paramount
- all children (regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity) have the right to equal protection from all types of harm or abuse
- abuse of children can occur in all communities and is most likely to occur within families and by people known to the child
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

We will endeavour to safeguard children and young people by:

In all our activities -

- valuing, listening to and respecting children and young people
- fostering and encouraging best practice by setting standards for working with children and young people, in co-operation with statutory bodies, voluntary agencies and other faith communities

In our recruitment of paid staff and volunteers, following Diocesan procedures in -

- ensuring careful selection and recruitment of ordained and lay ministers as appropriate, voluntary workers, and paid workers with children and young people, in line with safer recruitment principles and checks
- providing supervision, support and training

In our publicity -

- sharing information about good safeguarding practice with children, parents, and all those working with them

When concerns are raised, following Diocesan procedures in -

- responding without delay to every concern raised that a child or young person may have been harmed, or be at risk from harm; or about the behaviour of an adult or child
- working with the diocese and appropriate statutory bodies during an investigation into child abuse, including when allegations are made against a member of the church community
- challenging any abuse of power, especially by anyone in a position of trust

In our care -

- ensuring that informed and appropriate pastoral care is offered to any child, young person or adult who has suffered abuse
- ensuring that appropriate pastoral care is offered to any member of our church community against whom an allegation is made

In our supervision, following Diocesan procedures in -

- ensuring, in partnership with the diocese and other agencies, that care and supervision is provided for any member of our church community known to have offended against a child or young person, or to pose a risk to them.

We are committed to reviewing our policy and procedures annually.



POLICY FOR SAFEGUARDING ADULTS WHO MAY BE VULNERABLE

We are committed to promoting and supporting environments which:

- ensure that all people feel welcomed, respected and safe from abuse
- encourage adults who may be vulnerable to lead as independent a life as possible, to choose how to lead their life, and to be active contributors to the church and local community
- protect adults who may be vulnerable from actual or potential harm
- enable and encourage concerns to be raised and responded to openly and consistently.

We recognise that:

- everyone has different levels of vulnerability, and that each of us may be regarded as vulnerable at some time in our lives
- all adults who may be vulnerable (regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity) have the right to equal protection from all types of harm or abuse
- abuse of adults who may be vulnerable can occur in all communities and is most likely to occur within families and by people known to them
- working in partnership with adults who may be vulnerable, their carers and other agencies is essential in promoting their welfare.

We will endeavour to safeguard adults who may be vulnerable by:

In all our activities -

- valuing, listening to and respecting adults who may be vulnerable
- fostering and encouraging best practice by setting standards for working with adults who may be vulnerable, and boundaries for acceptable behaviour, in co-operation with statutory bodies, voluntary agencies and other faith communities

In our recruitment of paid staff & volunteers, following Southwark Diocesan procedures in -

- ensuring careful selection and recruitment of ordained and lay ministers as appropriate, voluntary workers, and paid workers with adults who may be vulnerable, in line with safer recruitment principles and checks
- providing supervision, support and training

In our publicity -

- sharing information about good safeguarding practice with adults who may be vulnerable, their carers, and all those working with them

When concerns are raised, following Southwark Diocesan procedures in -

- responding without delay to every concern raised that a adult who may be vulnerable may have been harmed, or be at risk from harm, through abuse, harassment or bullying; or about the behaviour of an adult or child
- working with the diocese and the appropriate statutory bodies during an investigation into abuse, including when allegations are made against a member of the church community
- challenging any abuse of power, especially by anyone in a position of trust

In our care -

- ensuring that informed and appropriate pastoral care is offered to any vulnerable adult who has suffered abuse, including support to make a complaint if so desired
- ensuring that appropriate pastoral care is offered to any member of our church community against whom an allegation is made

In our supervision, following Southwark Diocesan procedures in -

- ensuring, in partnership with the diocese and other agencies, that care and supervision is provided for any member of our church community known to have offended against a vulnerable adult, or to pose a risk to them.

We are committed to reviewing our policy and procedures annually.

The Parish Safeguarding Officer: Julia Smith-Rose 07949 481 419 office@stmargaretslee.org.uk Rector

Safeguarding Lead: Revd Canon Tim Goode rector@stmargaretslee.org.uk

The Administrator, St Margaret's Visitors Centre, Brandram Road, London, SE13 5EA

Tel: 020 8318 9643 (Mon-Thu 10-2) • Email: office@stmargaretslee.org.uk



FIRE INSTRUCTIONS – CHURCH

St Margaret's, Lee, SE13 5DN

If you discover a fire in the Church you should:

RAISE THE ALARM by breaking the glass of a call point, located close to an exit. The Fire Service will automatically be called.

VACATE THE PREMISES. The continuous siren will alert all visitors. The Fire Marshall/Senior Person will advise visitors on safe exit routes.

FIRE EXITS

The North Door, which is the normal Church entrance on to Lee Terrace.

The West Door, below the Tower.

If the West end of the church building is blocked, proceed under the organ, down the stairs, to exit via the Choir Vestry door.

UNDER NO CIRCUMSTANCES IS THE LIFT TO BE USED.

The Fire Assembly Point is by the **Assembly Point Signage in front of the Rectory.**



Call the Fire Service by dialling 999 as a back-up to the automatic call – **Brandram Road, SE13 5DN**

The Fire Marshall/Senior Person will ensure that all visitors have been evacuated.

Once the building has been evacuated **ON NO ACCOUNT** must the building be re-entered without permission from the Fire Officer in charge.

Use firefighting equipment to extinguish small fires as a protection to life during evacuation of the building. **DO NOT** attempt to extinguish large fires, this may endanger life.



FIRE INSTRUCTIONS – CRYPT

St Margaret's, Lee, SE13 5DN

If you discover a fire in the Church, you should:

RAISE THE ALARM by breaking the glass of a call point, located close to an exit. The Fire Service will automatically be called.

VACATE THE PREMISES. The **continuous** siren will alert all visitors. The Fire Marshall / Senior Person will advise visitors on safe exit routes. **Do not leave by the door leading upstairs to the Church.**

FIRE EXITS

There are two crushbar equipped doors at either side of the first bay of the Crypt.

If the fire affects the first bay, the door in the corridor leads to the vestries. If necessary, break the glass to unlock the door. The final exit is via the North door onto Lee Terrace.

FIRE ASSEMBLY POINT

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