



## Hiring Agreement for St Pancras Church, Euston Road, London, NW1 2BA

### Part A

THIS AGREEMENT (consisting of Parts A, B, C, D, E, F and G) is made on the ..... day of ..... 20.....

BETWEEN THE PAROCHIAL CHURCH COUNCIL OF ST PANCRAS PARISH CHURCH (“the PCC”) and the person(s) or body named in paragraph 1 below (“the HIRER”) whereby in consideration of payment of the sums(s) mentioned in paragraph 9 below and subject to the Restrictions mentioned in paragraph 6 below and all terms and conditions set out or referred to below:

- A. the PCC agrees to permit the HIRER to use the Premises designated in paragraph 4, together with the Facilities described in paragraphs 8, and to provide the staff listed in paragraph 7, all for the Purpose(s) described in paragraph 5, and during the Period(s) of Hiring set out in paragraph 3, at the Hiring Fee(s) set out in paragraph 9 below and in Part E; and
- B. the HIRER agrees: only to use the Premises and the Facilities, so designated, and to do so only for the Purpose(s) so specified and during the Period(s) of Hiring set out; to pay the Hiring Fee(s); and to observe and perform the provisions and stipulations contained or referred to in this agreement, the PCC’s Standard Terms and Conditions of Hire for the time being in force and as annexed hereto, any Additional Terms and Conditions which are particular to this agreement.

1. The HIRER and HIRER’s authorised representative

Name or Organisation Name (if applicable)

Authorised representative

Address

Email

Mobile number



2. PCC’s authorised representative is: .....

Address St Pancras Church, Euston Road, NW1 2BA  
 Email office@stpancraschurch.org  
 Telephone number 020 7388 1461

3. Proposed Period(s) of Hiring

Date(s)

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Times

<b>Start of Hire Period:</b> The time for the HIRER to have access to the church building.	
<b>End of Hire Period:</b> The time by which the church building must be cleared of equipment and participants, vacated, and ready for lock-up.	

4. Description of parts of the church which may be used by the HIRER subject to the Restrictions and all the terms of this Hiring Agreement: (“the Premises”):

The main ground floor church space comprising the nave and the north and south aisles, with access via the main central doors onto Upper Woburn Place via the octagonal porch.	Yes
The south vestry (often used as a green room)	Yes
The accessible toilet which is reached via the south vestry	Yes
The two side chapels at the front of the north and south aisles	Yes
The sanctuary (the red carpeted area)	No / Yes
The pulpit and pulpit steps	No / Yes
The north vestibule	No / Yes
The south vestibule	No / Yes
The gallery	No / Yes



5. The purposes for which, subject to the Restrictions and terms and conditions, the Premises and parts of the Premises may be used (“the Purposes”):

5.1. General purpose(s) of hiring the Premises

5.2. Purpose(s) for which the sanctuary (red carpeted area) may be used

5.3. Purpose(s) for which the pulpit or pulpit steps may be used

5.4. Purpose(s) for which the north vestibule may be used

5.5. Purpose(s) for which the south vestibule may be used

5.6. The Premises and its parts shall NOT be used for any unlisted purpose.

6. Restrictions that apply (“the Restrictions”):

6.1. St Pancras Church is a ‘Grade 1’ listed building. Use of the building its fabric, furniture and fittings may not be such as would require listed building consent. Examples: nothing may be done which alters or causes damage to the building, its fixtures, fittings and furniture; and no fixings may be added to the building, its fixtures, fittings and furniture.

6.2. Nothing may be attached to the building, trees or shrubs in the church’s gardens, or to the railings around the Church’s grounds without prior approval of the PCC’s authorised representative.

6.3. No use may be made of any part of the Premises which, in the opinion of the PCC, is sacrilegious for a place of Christian worship or disrespectful of any religious faith or which is, or is in the opinion of the PCC, demeaning of or discriminatory against people on the grounds of race, ethnicity, sex, sexual orientation, gender identity or presentation, age, disability or any protected characteristic.



- 6.4. No use may be made of any part of the Premises which would, in the opinion of the PCC, bring the PCC, St Pancras Church or the Church of England into disrepute.
- 6.5. The sanctuary, the pulpit and the pulpit steps may not be used for any activity which mimics, or in a manner which mimics, acts of Christian devotion or worship, neither may they be used as platforms for nationalistic or party-political speeches.
- 6.6. The altar in the sanctuary and the altars in the north and south chapels may not be moved, without prior written consent of the PCC's Representative.
- 6.7. The north vestibule and south vestibule, the south vestry and north vestry are fire escape routes, to the extent that use of these spaces is permitted, no use may impede the fire escape routes.
- 6.8. The following limits apply in respect of numbers of people:

	Venue capacity	The HIRER's event
Maximum attendees downstairs	415	
Maximum attendees upstairs	200	
If alcohol is served, the maximum permitted number of people at the Premises is ...	499	

- 6.9. The gallery may only be used by people who are at least 18 years old and only by people who are able and fit enough to access and egress the gallery via the steep stairs. The gallery may only be used when staffed by sufficient dedicated stewards for the gallery and its access / egress via steps. The maximum number of people permitted in the gallery and the minimum number of dedicated stewards is as follows:

Maximum number of people	Minimum number of stewards dedicated to the gallery and gallery stairs
Up to 100	2
100 to 200	4

- 6.10. The following limits apply in respect of Finish / Exit times:

	Venue Limits	The HIRER's event
Performances must finish by	10pm	
Bar, when permitted, must close by	10pm	
Public must have vacated by	10.30pm	
Venue must be clean, clear and vacated ready for lock up	11pm	End of Hire Period (paragraph 3 above)



6.11. Alcohol may not be sold at the Premises unless the PCC has consented and all necessary legal permissions and licencing exemptions have been obtained.<sup>1</sup>

Does the PCC consent to the responsible sale of alcohol by the HIRER, provided that relevant legal permissions / licencing exemptions are obtained and complied with?	No / Yes
If so, who is to apply to Camden Council for relevant legal permissions / licencing exemptions using the TEN system.	N/A

6.12. There are residential accommodation and offices in the vicinity of St Pancras Church; noise levels from use of the Premises must not be unreasonable for their occupants.

6.13. The HIRER shall not use or allow anyone to use any naked flame or lit candle(s) in the Premises.

6.14. No electrical equipment brought onto the Premises shall be used unless it is safe and a valid PAT certificate issued within the previous 12 months is available for inspection by the PCC's authorised representative or the House Manager.

6.15. Further restrictions that apply to this Hiring Agreement:

## 7. Staffing

7.1. Included within the Hire Fee is provision by the PCC of the following staff: A House Manager, an Event Assistant and one Security Guard

7.2. In addition for this event, and included in the Hire Fee, the PCC will provide the following additional staffing:

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<sup>1</sup> Note 1: Where the sale of alcohol in the church building is lawful under the Temporary Events Notice (TEN) system, then the total number of people permitted in the church building (including performers, participants, staff and attendees) is restricted by law to 499.

Note 2: selling alcohol includes indirect sales, such as: supplying a "free" alcoholic drink within an event's ticket price or the price of a cup or the price of a buffet meal; and selling alcohol includes asking for a donation in return for an alcoholic drink.



Role	Number	From (Time)	To (Time)
Further Security Staff			
Stewards			
AV Staff			
Musicians			

7.3. Additional charges as set out in the Schedule of Standard and Additional Charges, apply if the event overruns or vacation of the building by the HIRER is delayed such that staff are retained beyond these periods.

7.4. The HIRER is responsible for provision of all other staffing that is necessary for their event to be conducted efficiently and safely. The HIRER agrees that, as a minimum, it will provide the following staffing:

Role	Number	From (Time)	To (Time)

8. Additional facilities: subject to agreement over who may play instruments or operate equipment, use of the following additional facilities is permitted (supplementary sums will be included in the Hiring Fee):

Main Church Organ	No / Yes
Chamber Organ	No / Yes
Yamaha C5 Grand Piano	No / Yes
Piano tuning for your event	No / Yes
Microphones and fixed speakers	No / Yes
Active Freestanding speaker: HK AudioPolar 10	No / Yes



Active Freestanding speaker: Turbosound, iNSPIRE iP500	No / Yes
A/V Streaming	No / Yes
Screen and Projector	No / Yes
Extra Toilets: The PCC will make arrangements for extra toilet(s) to be located in the church's car park for the hire period.	Not Applicable / Details ...

8.1. Where use of the Main Church Organ or the Chamber Organ is permitted (Part A paragraph 8), only the person(s), if any, approved in writing by the PCC after consultation with its Director of Music, is permitted to play the instrument. If no-one is approved, the PCC will refund to the HIRER the Standard Charge (Part D) applicable for use of the relevant instrument.

8.2. The HIRER accepts that either organ may develop ciphers or other faults without notice; in such circumstances users of the main church organ may play the chamber organ or piano, and users of the chamber organ may play the piano. The PCC's only obligation to the HIRER in such circumstances is to refund the difference between the standard charges applicable for use of the instruments.

Person(s) permitted to play (if already approved)
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9. Hiring Fee(s): The Hire Fee of £....., plus any and all further sums that become payable pursuant to the PCC's Standard Terms and Conditions of Hire, the Schedule of Standard and Additional Charges, and any Additional Terms and Conditions.

The PCC and the HIRER acknowledge and agree to all the provisions of this agreement including this part (Part A), the PCC's Standard Terms and Conditions of Hire (Part B), the Additional Terms and Conditions of Hire, if any, (Part C), the Schedule of Standard and Additional Charges (Part D), the form for reporting accidents and incidents (Part E), the Fire / Emergency Evacuation Plan (Part F), and the PCC's Safeguarding Statement (Part G).



SIGNED by the person named in paragraph 2 of this hiring agreement, on behalf of the PCC.

..... Date.....

SIGNED by the person named in paragraph 1 of this hiring agreement, on behalf of the HIRER.

..... Date.....

**I / We (the HIRER) agree that:**

- (a) we have an appropriate safeguarding policy and that we will abide by the ethos of the PCC's safeguarding statement (Part G) and that all concerns relating to abuse of any vulnerable person will be reported to the relevant statutory authority.**

**Signed .....**

- (b) that we have read and will abide by St Pancras Church's Fire / Emergency Evacuation plan (Part F).**

**Signed .....**

- (c) that we have, or we will before using the Premises, conduct a careful risk assessment so as to ensure, so far as is reasonably practicable, that all risks to the health and safety of the HIRER and anyone attending events at the Premises held by the HIRER are avoided or mitigated.**

**Signed .....**

- (d) that we have and will ensure that we keep up to date appropriate Public Liability Insurance for the event and activities which we will hold and conduct at the Premises.**

**Signed .....**



**Part B PCC's Standard Terms and Conditions of Hire**

1. The HIRER shall pay the Hire Fee to the PCC in full within fourteen days of the date of this agreement (and, in all circumstances, before accessing or using the Premises). Any further sums payable to the PCC under this agreement shall be paid within fourteen days of written notification to the HIRER that they are payable. Invoices will be issued on behalf of the PCC, but their issue is not a condition precedent to the HIRER's obligation to pay sums under this agreement.
2. Cancellation by the PCC:
  - (a) Unless and until Hire Fee has been paid to the PCC in full, the PCC may at any time, and without liability or obligation to the HIRER, enter into discussions with others about hiring the Premises, cancel this agreement and enter an alternative hire agreement with others for all or part(s) of the Period(s) of Hiring.
  - (b) The PCC has the right to cancel the HIRER's booking by giving the HIRER written notice in the event that due to the condition of the building, building work, repair work or any other event (including, for the avoidance of doubt, any event beyond the PCC's control, including but not limited to strikes or industrial action, fire or floods or adverse weather events, civil or political unrest, epidemic or pandemic or other health risk, war or threat of war, terrorism, governmental or regulatory action, and Acts of God) any part of the Premises, including access and egress routes, becomes, in the reasonable opinion of the PCC or its authorised representative, unsafe or unsuitable for the Purposes or use, or prevents the PCC from performing material obligations of the hiring agreement. in whole or in part.
  - (c) The PCC also has the right, if in the reasonable opinion of the PCC or its authorised representative, it forms a belief that the Premises are being, or are likely to be, used by the HIRER for purposes other than the Purposes(s) of Hiring and / or which would breach the Restrictions or amount to a material breach of the terms of this hire agreement.
  - (d) **In such cases (i.e. cancellation under clause 2(b) or 2(c)) if the HIRER already has access to the Premises it shall immediately vacate the Premises; the PCC will refund the Hire Fee in full; the PCC shall have no further obligation or liability to the HIRER; and, for the avoidance of doubt, the PCC shall not be liable for any direct or indirect loss or expense or liability incurred by the HIRER arising out of or in connection with this agreement or cancellation.**
3. Cancellation by the HIRER: the HIRER may cancel its booking at any time but shall only be entitled to a refund of all or part of the Hire Fee as follows:
  - (a) Cancellation notified to the PCC more than six months prior to the date of hire: full hire fee, less £60 administration fee, will be refunded;



- (b) Cancellation notified to the PCC between six months and three months prior to the date of hire: 75% of Hire Fee, less £60 administration fee, will be refunded;
- (c) Cancellation notified to the PCC between three months and six weeks prior to the date of hire: 50% of the Hire Fee, less £60 administration fee, will be refunded;
- (d) Cancellation notified to the PCC less than six weeks prior to the date of hire: the PCC has no obligation to refund the Hire fee, or any part of it. However, if the PCC achieves a replacement booking for the Period(s) of Hiring, in whole or in part, which it could not otherwise have accommodated, the PCC may, at its absolute discretion, refund the Hire Fee, or part of it, but shall be under no obligation to do so.
4. THE HIRER acknowledges that no tenancy is intended to be created between the PCC and the HIRER and no relationship of landlord and tenant exists between them. THE HIRER shall not sub-hire the Premises or any part of them; nor shall the HIRER assign this agreement.
5. The HIRER shall not use, and the HIRER shall ensure that no-one attending any event which the HIRER is holding at the Premises shall use, for any purpose whatsoever, any part or parts of St Pancras Church except those designated as the Premises.
6. THE HIRER shall procure, maintain and observe all provisions of a policy of public liability insurance which adequately indemnifies against any third-party claims covering any incident(s) caused by or during its use of, or activities in, the Premises. THE HIRER is reminded that it is responsible for any accident or injury arising out of the activities for which they have hired or use the Premises. It is the responsibility of the HIRER to ensure that the Premises are safe for the purpose(s) for which they use them.
7. The PCC carries public liability insurance of £10,000,000 which provides cover for incidents caused by the fault or negligence of the PCC, the PCC's staff or by the PCC's property (a copy of which is available for inspection on request); and **the PCC shall have no liability to the HIRER beyond the scope of cover, or beyond the limits of the cover, provided by PCC's public liability insurance policy or for which the PCC is not entitled to be indemnified under that policy. Subject to the foregoing, the limit of the PCC's liability to the HIRER, whether as a result of any breach of contract, negligence or otherwise, is the Hire Fee.**
8. THE HIRER shall during the Period(s) of Hiring, be responsible for protection of the fabric, furniture, facilities and contents of the church from damage, and the behaviour of all persons using or attending the Premises. The HIRER shall ensure that neither the HIRER nor any person attending or delivering to the Premises for or during the Period(s) of Hiring, cause any obstruction of the highways outside St Pancras Church.
9. THE HIRER shall indemnify the PCC in respect of the cost of repair of any damage done to any part of the Premises including the curtilage thereof or the Facilities or other contents of St Pancras



Church during the HIRER's use of the Premises, and in respect of any liability to third parties or otherwise arising out of, or during, the HIRER's use of the Premises; and the HIRER shall indemnify the PCC in respect of any costs, losses, damage or liabilities which it incurs arising out of or in connection with breach of this agreement or by the negligence of the HIRER, howsoever caused, during the Period(s) of Hire and all periods the Premises are used by the HIRER.

10. THE HIRER shall:

- (a) be responsible for obtaining any local authority or other licences, permissions or exemptions necessary in connection with its booking or use of the Premises, other than those (if any) already held by the PCC; and
- (b) be responsible for obtaining a Body of Persons Approval for any activity requiring the same (including any activity involving performers up to statutory school age and which are not wholly arranged by an individual school); and
- (c) be responsible for the observance of all legal obligations and regulations affecting the Premises or use of the Premises, including, but not limited to, those imposed by the Licensing Justices, the Fire Authority and the Local Authority, and, if goods are being sold on the Premises or food or drink is being prepared, served or sold on the Premises, all relevant fair-trading and food hygiene and safety laws and any local code of practice issued in connection with such activities; and
- (d) observe and comply with the terms of any and all such licences, permissions, exemptions, codes of practice, obligations, regulations and other laws and shall procure that those attending the Premises during the Period(s) of Hiring also observe and comply therewith; and
- (e) not use the Premises, or allow the Premises to be used, for any unlawful purpose or in any unlawful way or do anything or bring onto the Premises anything which may endanger the Premises, their users, or any insurance policies relating thereto.

11.

- (a) The church's public Wi-Fi system may be used by the HIRER during any Period of Hiring: however, it must not be used for transmission or receipt of illegal, obscene, offensive, or abusive information.
- (b) The HIRER is permitted use of one car parking place in the church's car park during the Period(s) of Hire. Additional spaces can be booked and paid for via [www.justpark.com](http://www.justpark.com) if available.
- (c) All furniture moved by or for the HIRER must be put back after use.



- (d) The Premises must be left tidy with all rubbish cleared away.
  - (e) The kitchenette in the south vestry must be left clean and tidy, with all kitchen equipment, crockery and cutlery washed, dried and put away. Any tables used by the HIRER must be wiped clean.
  - (f) The heating system may not be operated, or its controls touched, by the HIRER.
  - (g) Neither smoking or vaping is permitted in the building.
  - (h) The HIRER must take note and inform its stewards of the Fire /Emergency Evacuation Plan (Part F) and must comply with all instructions given or displayed in respect of fire alarms, evacuations and escape routes. Fire escapes / evacuation routes must not be impeded at any time.
  - (i) The Premises must be vacated by the end of each Period of Hiring and, in any event, by 11pm each day. The HIRER must have packed up and left the Premises clean and tidy by that time.
  - (j) There shall be access to any part of the church for the PCC's staff at any time.
12. Without prejudice to the liability of the HIRER for any breach of this agreement, and in addition to the Hire Fee, the HIRER will pay the PCC such Additional Charges, if any, which become payable under the Schedule of Standard and Additional Charges (Part D).
13. If the HIRER has failed to clear the Premises of its goods or equipment by 11pm, the House Manager, the PCC's representative, or any member of the PCC, may at any time thereafter, at their discretion, instruct the HIRER to cease its packdown and to leave the Premises until the following morning. In any such event: the HIRER will immediately cease its packdown and immediately vacate the Premises; anything left in the Premises overnight is left at the Hirer's risk and expense; Additional Charges that are accruing as payable by the HIRER to the PCC in the event of overrunning (Part D) will cease to accrue until 9am the following morning (or such other time as the PCC is able to provide the HIRER with further access to the Premises) whereupon they shall resume and continue to accrue until the HIRER has completed packdown, cleared and vacated the Premises.
14. The HIRER is notified that bookings with others or other groups may be made which start at or soon after the end of a Period of Hiring agreed with the HIRER; in the event that the HIRER fails to clear and vacate the Premises so that it ready for lock-up by the end of that Period of Hiring, then the HIRER will (in addition to obligations to pay Additional Charges (Part D) be liable for any loss incurred by the PCC as a result of cancellation or curtailment of the subsequent hire and all liabilities which the PCC may incur to subsequent hirers.



15. No food, drink, goods or equipment of any kind may be stored by the HIRER in St Pancras Church, unless by prior written agreement with the PCC's authorized representative covering the nature and quantity of items, where they may be stored and the storage charges that are applicable. Anything permitted to be left at St Pancras Church must be left in the agreed location and it is left entirely at the owner's risk and without obligation on the part of the PCC. Anything left in St Pancras Church without prior permission may be disposed of by the PCC.
  16. THE HIRER must, in the event of an accident or circumstances which did or could have given rise to injury, complete an accident form by providing the information requested in Part E; and in the event that no form is available, email the same information to the PCC's authorised representative as soon as practicable.
  17. THE HIRER shall abide by the PCC Safeguarding Policy, signing the statement provided at the end of this agreement to acknowledge that this has been seen and that all concerns relating to abuse of vulnerable groups will be reported to the relevant statutory authority.
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**PART – C      *Additional Terms and Conditions of Hire (if any)***

***Unless this part of the agreement is completed and signed by both parties, no additional Terms and Conditions of Hire apply***

***Signed on behalf of the PCC***

***Signed by or on behalf of the HIRER***

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**PART D - Schedule of Standard and Additional Charges**

(valid from January 2026)

**Standard Charges (Not applicable for to hire of the church for filming)**

1. The following standard charges are for information. They are used in the calculation of the Hire Fee (at time of booking):

(a) Hire of Church – includes House Manager, Event Assistant and one Security Guard

Up to 4 hours ending by 10pm	£980
Each extra half-hour before 10pm	£125 per half-hour
Supplement for each half-hour between 10pm and 11pm	£60 per half hour
Fixed discount for registered charities	£100
Discount for hires between Monday and Thursdays (Jan to Nov)	£80
Use of the gallery (up to 100 people) £25 per half-hour <b>plus 2 stewards</b> , at rates below	
Use of the gallery (up to 200 people) £40 per half-hour <b>plus 4 stewards</b> , at rates below	

(b) Staff

Role	Up to minimum period	Cost per extra half hour
Additional Security Guard – up to 6 hours	£190	£15.80
Steward – up to 4 hours	£105	£13.10
AV / Tech Operative – up to 4 hours	£155	£19.40

(c) Additional Facilities (per event)

Main Church Organ	£200
Chamber Organ	£150
Yamaha C5 Grand Piano	£150
Piano tuning for your event	£120
Microphones and fixed speakers	£25
Active Freestanding speaker: HK AudioPolar 10 (Max. SPL peak - 127 dB)	£25
Active Freestanding speaker: Turbosound, iNSPIRE iP500 (Max. SPL peak - 118 dB)	£20
Use of A/V Streaming Equipment	£100
Screen and Projector	£100

(d) Alcohol sales

Application by a PCC member or representative for a licensing exemption, TEN fee plus admin	£36
Bar Buyout, when necessary permission and licensing exemptions are in place	£200

(e) Charges vary on the circumstances when the PCC sources musicians or additional external toilets.



**Additional Charges**

2. **Keys:** In the event that keys are lent to the HIRER but not returned at the end of any Hire Period, the PCC may, at its discretion, have new keys cut or it may have new locks fitted. All costs incurred in key cutting and replacement of locks (together with consequent replacement of all issued keys) shall be paid by the HIRER to the PCC, together with all associated administration, charged at £30 per hour.

3. **Cleared / Clean / Tidy:** If the Premises are not left in the required condition, such that church staff or others are required to put the Premises into that condition, then:

(a) if cleaning work is required, a cleaning charge of £30 per hour per person shall be paid by the HIRER to the PCC;

(b) if the work required is more than can reasonably to be expected of cleaners, then the cost of having the work carried out by others shall be paid by the HIRER to the PCC, together with all associated administration, charged at £30 per hour.

4. **Overrunning:**

(a) If the HIRER does not clear and vacate the Premises by the end of a Period of Hiring then before 10pm additional charges of £100 per 30 minutes and after 10pm additional charges of £150 per 30 minutes, are payable by the HIRER to the PCC for each whole or part half-hour's overrun.

(b) Musicians will be retained until the end of their performances. Stewards will be retained until the public have vacated the building. AV Staff will be retained until they have had opportunity to pack away the church's AV equipment. Concert Assistants, House Manager and Security will be retained until the venue is cleared, vacated and ready for locking up. When staff are retained beyond the times shown in paragraph 7 of Part A then the following additional charges apply per person.

Role	From the end of a Period of Hiring to 11pm; in intervals of up to 30 minute each	Travel costs for any staff detained beyond 11pm
House Manager	£22	£80
Event Assistant	£18	£80
Security Staff	£18.20	£80
Steward	£15	£80
AV Staff	£22.30	£80
Musician	£50	£80

5. The HIRER shall also remain liable for any additional loss or damage to the PCC which results from overrunning any Hiring Period or from breach of terms of this Hiring Agreement, including but not limited to, loss of hire income from other hirers.



**PART E                    Accident or Incident Report Form**

THE HIRER is / are required to complete details of any accident or incident occurring during their occupation of the Premises which did or could give rise to injury as soon as possible after the accident or incident but in any case before the Premises are vacated by the hirer(s) after the event.

**Person injured:**

Name .....  
.....

Address .....  
.....

Email Address .....  
.....

Telephone .....  
.....

Time of incident .....  
.....

Place incident occurred .....  
.....

Detailed description of accident / incident (including a description of any apparatus or equipment involved) *continue overleaf if necessary*

.....  
.....  
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**Witnesses:** (Signed witness statements should be obtained wherever possible. Each should include the name, address, email address and telephone number of the witness.)

Name: .....  
.....

Address: .....  
.....

Email Address: .....  
.....

Telephone: .....  
.....



## PART F

### ST PANCRAS CHURCH, EUSTON ROAD NW1 FIRE/EMERGENCY EVACUATION PLAN

*Each group hiring the facilities should have a nominated person (Nominated Chief Fire Warden) who is responsible for health and safety, and emergency evacuation arrangements.*

#### **Any person seeing an actual or suspected fire is to:**

- Raise the alarm by shouting "Fire! Fire! Fire!", ringing the nearest hand bell on their way out.
- Evacuate the building. The Chief Fire Warden (or Nominated Chief Fire Warden) and Fire Wardens should go to the **Assembly Point; located on the pavement in front of the south garden on Upper Woburn Place. All other occupants are to disperse.**
- Call the Emergency Services on 999 (ensure you inform the Chief Fire Warden without delay).
- Be ready to give information about the reason for the alarm, and the location of the fire to the Chief Fire Warden.

#### **Any person hearing the alarm (who is not a Fire Warden):**

- Evacuate the building via their nearest emergency exit, which will be signed.
- Do not go back to collect belongings, or for any other reason, until authorised to do so.
- **Do not go to the Assembly Point but disperse away from the building.** Children must be accompanied at all times.

#### **Chief Fire Warden or Nominated Chief Fire Warden:**

- On your way out determine if the fire is real, or a possible false alarm.
  - If the fire is, or is suspected of being real, go directly to the Assembly Point, sweeping the building, and checking toilets and small rooms as you go. Use the shortest exit route possible and do not double back on yourself.
  - If you suspect a false alarm, decide whether to investigate the cause of the alarm first, before deciding if to call the emergency services.
- Collect the PIP (Premises Information Pack) and take it with you to the Assembly Point, there are three PIPs: by the back door, in the portico, and in the parish office.
- If the fire is genuine, or not known, confirm that the Emergency Services have been called. If in doubt, call them again.
- Check with your Fire Wardens that the building is confirmed as vacated.
- If anyone is suspected as missing, make enquiries of those present in case they know the whereabouts of that person, or phone them before assuming they are still in the building.
- Liaise with the fire service on its arrival. Advise on any person left in the building who may need rescue, the layout of the premises (give PIP to fire service), the location of the fire and, if appropriate, the location of any flammable or hazardous substances.
- Assist and follow the guidance of the fire/emergency services.
- Do not allow entry back into the building until the you have established that it is safe to do so.

#### **All Fire Wardens:**

- Open any doors which may trap people if left closed.
- Encourage those around you to evacuate and give directions to the best way out.
- Check that any visitors or disabled persons within your area of responsibility have been properly cared for, giving assistance as required.
- Once you have left the building, please report to the Chief Fire Warden (or Nominated Chief Fire Warden) confirming which areas have been swept and reporting any issues or concerns.
- Note if there is any person who refuses or is unable to vacate the building. You are **NOT** required to forcibly move them.
- Report to the Assembly Point to the person in charge and advise them that your area has, or has not, been evacuated. Report if you have seen the fire, and where it is.



## PART G

### The Parish of St Pancras SAFEGUARDING POLICY STATEMENT

The following policy has been agreed at the Parochial Church Council (PCC) meeting.

In accordance with the **House of Bishops' Policy Statements 'Promoting a Safer Church' (2017)** and **'Protecting All God's Children' (2010)** and the **Diocesan Safeguarding Policy 'Promoting a Safer Diocese' (2018)** our church is committed to:

- Promoting a safer environment and culture.
- Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the church.
- Responding promptly to every safeguarding concern or allegation.
- Caring pastorally for victims/survivors of abuse and other affected persons.
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
- Responding to those that may pose a present risk to others.

The Parish will:

- Create a safe and caring place for all.
- Have a named Church Safeguarding Officer (CSO) to work with the incumbent and the PCC to implement policy and procedures.
- Safely recruit, train and support all those with any responsibility for children, young people and adults to have the confidence and skills to recognise and respond to abuse.
- Ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of the parish.
- Display in church premises and on the Parish website the details of who to contact if there are safeguarding concerns or support needs.
- Listen to and take seriously all those who disclose abuse.
- Take steps to protect children and adults when a safeguarding concern of any kind arises, following House of Bishops guidance, including notifying the Diocesan Safeguarding Adviser (DSA) and statutory agencies immediately.
- Offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred.
- Care for and monitor any member of the church community who may pose a risk to children and adults whilst maintaining appropriate confidentiality and the safety of all parties.
- Ensure that health and safety policy, procedures and risk assessments are in place and that these are reviewed annually.
- Review the implementation of the Safeguarding Policy, Procedures and Practices at least annually.

Each person who works within this church community will agree to abide by this policy and the guidelines established by this church.

Clergy Safeguarding Lead: Revd Jonathan Lee and Churchwarden: Dorothea Hackman

[www.stpancraschurch.org/safeguarding](http://www.stpancraschurch.org/safeguarding)