

CONDITIONS OF HIRE HALL (and/or CHURCH)

ONE-OFF BOOKINGS

1. All booking fees to be paid in advance and a refundable deposit of up to half the fee may be requested, payable at the time of booking. The balance due to be paid one month prior to the booking date and later cancellation may result in loss of the deposit.
2. An indemnity deposit of £50 may be required in addition to the booking fee payable one month prior to the booking date. The additional deposit to be returned after booking provided the hall is left tidy, clean and there is no damage. The Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.
3. Bookings are in three sessions: Morning 09:00 – 12:00, Afternoon 13:00 – 17:00 and Evening 18:00 – 22:30. The gaps allow for tidying of the of the premises and departure and arrival of the hirers and their patrons.
4. The Hirer shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect.
5. The Hirer shall, during the period of the hiring, be responsible for: supervision of the premises hired (including the toilets, entrance porch, kitchen) the fabric and the contents; their care, safety from damage however slight or change of any sort and the behaviour of all persons using the premises whatever their capacity; including proper supervision of the car parking arrangements so as to avoid obstruction of the highway.
6. The Hirer shall indemnify and keep indemnified church authorities and its officers and the church's employees, volunteers, agents and invitees against (a) the cost of repair of any damage done to any part of the premises including the curtilage thereof or the contents of the premises and (b) all claims in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including the storage of equipment) by the Hirer.
7. The Hirer shall take out adequate insurance to insure the Hirer and members of the Hirer's organisation and invitees against all claims arising as a result of the hire and on demand shall produce the policy and current receipt or other evidence of the cover.
8. It is the responsibility of any hirer that has children regularly attending to ensure they have a Full Child Protection Policy in force, and provide copies thereof, or agree to abide by the official Child Protection Policy of the Church Authorities.
9. It is the responsibility of the hirer to be acquainted with the position of all Fire Appliances and Emergency Exits and to keep these free from obstructions at all times. In the event of a fire the hirer is responsible for contacting the Fire Brigade and the evacuation of people present. Any disabled people must have someone previously nominated to accompany them in the event of such an emergency. In addition, the hirer must complete the Hall Log & Accident Book, which is kept in the Kitchen, in the event of any medical incident.
10. The hirer must allow amendment of their booking dates for any electoral polling station requirements or any exceptional church needs that may arise.
11. The hirer must keep the volume of noise at a reasonable level so as not to cause annoyance or inconvenience to nearby residents.
12. The church authorities and its officers are not liable to the hirer, their guests, paying patrons, or outside contractors for any loss, damage, or theft of any clothing, possessions, valuables, gifts, equipment, stock, instruments or food brought by them into the parish hall complex.
13. The church authorities and its officers reserve the right to exclude or expel any person from the parish hall complex and church grounds. Also to terminate any proceedings they feel are inappropriate to the church and/or its neighbours for any reason whatsoever.
14. The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. When using kitchen facilities, any crockery, cutlery, glassware and utensils must be cleaned and put away correctly.
15. Smoking is strictly prohibited in all internal areas of the hall. Anyone smoking in the church grounds is asked to dispose of the butts carefully and not leave them lying around.

16. All outside-contracted parties i.e. Discos, DJ's, Outside-Bar-Caterers, Caterers, Bands etc., must remove all of their property/equipment on the date of the booking unless a further session or sessions for storage have been booked by the hirer.
17. Licensed bars are only permitted with prior approval from both the Hall Manager and after proper application to the Licensing Magistrates' Court. It is the responsibility of the hirer to obtain this Licence and show it to the Hall Manager before commencement of the relevant hire. However, there is no objection to the consumption of alcohol by adults in the hall, provided it is supplied and brought in by permission of the hirer and is not offered for resale.
18. The hirer must remove all rubbish other than minor kitchen waste, which should be placed in black-bags in the green wheelie-bin outside. Where the hirer has employed outside caterers all rubbish including kitchen waste must be removed. Failure to do so may result in action under clause 2 above. Please recycle any glass and plastic bottles.
19. Every item of jumble is to be removed from hall and church grounds immediately at the end of the jumble sale by the hirer. Removal of any rubbish remaining will be charged to the hirer as under clause 2 above.
20. The Hall is to be tidied as per storage-plan on notices board and swept as necessary after each hiring. On leaving the premises the hirer must close all windows, switch off all the lights and ensure all external doors are locked. Failure to do so may result in action under clause 2 above.
21. All Furniture is to be carried not dragged across the floor and returned to correct storage positions. Restraining straps on table-trolleys must be in place when not loading or unloading folding-tables. There is a carry-trolley provided to move the chairs. Please do not place chairs in front of the fire extinguishers and do not block fire exits for any reason whatsoever, thank you.
22. St. Wilfrid's Church accepts no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than authorised stored equipment) must be removed at the end of each hiring or fees will be charged for each day or part of a day at the hire fee until the same is removed.
23. No alterations or additions may be made to the premises nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the premises without the prior written approval of the Hall Secretary.
24. The hirer must ensure that any electrical equipment brought on to the premises has been regularly tested by a competent person in accordance with the Code of Practice for Portable Appliance Testing (PAT) and each appliance be affixed with the relevant dated test label.