

ST PETER'S PARISH CHURCH

CONDITIONS FOR USE/HIRE OF THE CHURCH HALL

The PCC permits the use of the Hall subject to these Conditions with the assumption that the User will comply with all relevant laws, licensing and local regulations. These Conditions apply irrespective of whether a charge is made for the use of the hall.

LIMITATIONS AS TO USE

1. The maximum number of persons allowed when seated with tables is 80 and 100 when seated only.
2. The Hall shall not be used for any commercial purpose or for Halloween parties and there shall be no gaming therein.
3. Bookings are available only between 0900 hrs and 2300hrs.
4. Subletting or other transfer of the bookings is not permitted.
5. Limited car parking is available and is a shared facility with the Church. The driveway and turning area must be left clear and no parking is allowed on the paved walking areas.
6. By law smoking in the Hall is not allowed.
7. The Hall is licensed for the sale of alcohol but the Hirer must complete the details in the book in the kitchen.
8. No posters or other notices are to be displayed in the Hall or Church premises without the prior permission of the Booking Secretary.

HIRER'S LIABILITIES

9. The PCC does not accept any liability for injury, accident or death to any person or for damage, loss or theft of any property belonging to the Hirer or to other persons attending the premises during the hire period. Hirers should make their own insurance arrangements.
10. The Hirer shall:
 - a) Be liable for any damage caused to the premises, furniture and fittings during the hire period.
 - b) Report any such damage to the Booking Secretary as soon as practical.
 - c) Indemnify the PCC for any expenses incurred as a result of the hiring.
 - d) Be responsible for maintaining good order during the hire period and ensure no nuisance is caused to the Hall, activities in the Church or to residents in the vicinity.

11. The Booking Secretary will supply details of the hire charges and these should be sent to the Booking Secretary not less than 1 month before the date of use or by monthly, quarterly or annual payment in advance by arrangement. **All cheques to be made payable to St Peter's PCC.** A deposit may be required for bookings made more than a month in advance. Should the deposit not be received and another party wishes to book the Hall the Church reserves the right to give the booking to another party.

2.

HEALTH AND SAFETY

12. The Hirer, or a named nominee submitted to the Booking Secretary before the hiring ,shall be present during the whole period of the hiring.
13. The Hirer shall ensure the presence of sufficient adult supervisors for the planned activities.
14. The Hire shall take all reasonable steps to ensure:
 - a) The clearly marked Fire Exits are free from obstruction at all times
 - b) All children present are supervised and protected at all times.
 - c) Efforts are made to prevent injury, loss, damage or harm to people or property.
 - d) Tampering with the central heating or hot water systems does not occur.
 - e) That the external doors are not left open when the heating is on.
 - f) That any spillages are cleared immediately and the Hall is left tidy as found.
15. The decision of the PCC or the Hall Manager on noise levels or proper use of the Hall is final. Failure to comply with either of these issues will result in termination of the hiring and in neither case will the PCC or Hall Manager accept liability for any damage or loss of the booking amenity.

CLEARING UP

16. The Hall, foyer, kitchen and toilets must be left in a clean and tidy condition as found. The cleaning materials cupboard is on the left of the entrance to the choir vestry.
 - a) Chairs and tables should be tidily stacked against the West wall and in the storeroom.
 - b) All kitchen surfaces to be left clean and tidy and all taps and electrical equipment turned off (except the refrigerator).

- c) Cutlery, china and other utensils to be left clean. If tea towels are used they must be taken, washed and returned.
 - d) Unused food and drink to be removed. If the food scrap bin is full the green bag to be tied and placed in the blue recycle bin in the foyer. Bagged rubbish to be placed in the wheelie bin at the top of the steps. If the green recycle bins are full the Hirer must take their bottles etc away with them.
17. Before leaving the premises all curtains to be drawn open, all doors and windows closed and all lights off, including the toilet lights.
18. The West door and the main door to be locked and the keys returned immediately.

GENERAL

19. The PCC reserves the right to cancel any agreement to hire by giving notice of cancellation and returning the fee paid by the Hirer who shall have no further claim on the PCC.
20. The authorised officers of the Hall shall be allowed access to the premises at all times.
21. These conditions are subject to any variations as may be required to comply with Local Authority requirements.

May 2015