

## Terms and Conditions for One-off Hirings

### St Andrew's Church Hall

#### Glossary:

- PCC refers to St Andrew's **P**arochial **C**hurch **C**ouncil whose members are the trustees who are ultimately responsible the Church Hall.
- HBA **H**all **B**ooking **A**dministrator: responsible for the day-to-day running of the Hall.

#### **1. Booking**

Included in the booking:

- a. Use of the kitchen and toilets: though these may be shared if there is also booking for the Committee Room at the sometime ~ both Hirers will be informed prior to their events.
- b. Mugs plates and cutlery are available for use and can be found in the unlocked kitchen cupboards. There is also a selection of plastic tableware suitable for children this includes baby beakers. If using any of these items they should be washed, dried and returned to the cupboard; thus, the Hirer will need to provide their own tea towels. All breakages are to be reported to the HBA and will be charged at cost.
- c. Hot water:
  - i. For hot water from the tap in the kitchen: the immersion heater switch is located in the Storeroom off the Main Hall in a cupboard with a metal grill door to the left of the door. Pressing the button marked "boost" will heat the water in about 1/2hr and will switch itself off.
  - ii. For hot water for hot drinks: apart from the kettles, there is an urn, it is stored under the worktop near the kitchen door. If used it should be emptied and wiped dry before returning it to its original spot.
- d. Heating: The switches for the overhead heaters are located on the south wall of the hall (kitchen end)
- e. Tables: A variety of sized tables can be found in the table store cupboard located just off the main foyer. All tables should be wiped clean after use and returned to this store.
- f. Chairs: There are 2 types of plastic chairs, 64+ without arms and 8 with arms. More could be made available if necessary. At the end of the hiring the chairs should be stacked (no more than 6 in a stack) and returned to the side of the hall.
- g. Brooms, dustpans and brushes: these can be found adjacent to the rear exit

#### **2. The Hirer**

- a. The Hirer shall be over 21years old
- b. The Hirer is responsible for
  - i. The good order and conduct both inside and outside the premises and shall not permit any activities that may be disruptive to the occupants of adjacent premises. In particular the Hirer shall exercise reasonable control over the use of amplifying equipment.
  - ii. Making good any damage to the buildings, fittings or equipment caused during the period of hire. It is therefore understood that nothing of any kind may be fixed or attached to the premises without prior permission.
  - iii. Ensuring that on no account water is used on the Main Hall floor. All spillages in the Main Hall are to be mopped up immediately with the paper towel which can be found in the kitchen.

- iv. The health and safety of themselves, their helpers and guests. Children are not permitted in the kitchen unless supervised by an adult.
  - v. Ensuring that no alcohol is to be sold on the premises
  - vi. Any rubbish, including nappies, that is produced during the booking and all rubbish must be taken with the Hirer when they leave the hall.
  - vii. Ensuring before leaving that all windows are closed, all the heaters and lights are switched off, all doors are locked, and the key returned to the key-safe
  - viii. Ensuring that all activities must cease by 10.30pm and the premises shall be vacated by 11.00pm without fail.
- c. The Hirer shall not sub-let any part of the premises.
- d. If the Hirer intends to admit the general public who have not booked for the activity (ie those that are not members) , then a notice shall be displayed outside the Hall stating who is holding the function. Any advertisement of this function shall state clearly who is holding the function.
- e. The Hirer shall permit any authorised Officers of the PCC the right of entry to the premises during the hiring.

### 3. **St Andrew's PCC**

- a. The following activities are **not** generally allowed unless the Hirer receives permission from the PCC:
  - i. Children's parties for 2yrs olds and under
  - ii. Teenage or adult parties
- b. The PCC reserves the right to terminate, without giving a reason, any arrangement or any future arrangements for hiring the Hall by returning any money received.
- c. The PCC shall **not** be
  - i. Responsibly for any loss or damage to property and/or injury to the Hirer, their helpers or those using the hall during the period of hire.
  - ii. Liable for any loss of earnings. If any loss of earnings occurs due to St Andrew's Church Hall not being serviceable, this will need to be claimed through the Hirer's own insurance.
- d. If any of the following items occur St. Andrew's PCC have the right to charge the Hirer the amount stated:
  - i. Any rubbish left in or around the premises after the Hirer has left - £20
  - ii. Leaving of hall lights on after the Hirer has left - £10
  - iii. Leaving any exit door unlocked or open - £50
  - iv. Failure to return the church hall key to the single Hirer key box after the Hirer has left or if the church hall key is lost - £25
  - v. If the cleaners are required to undertake additional cleaning due to the state that the hall has been left in after your hire - £30

### 4. **Booking Procedure**

1. Once the HBA has confirmed that the venue is available for the date and times the Hirer requires the HBA will send by email a booking form and the terms & conditions. This date and time will be held for 7 days after which time it may become available for others to book.
2. The Hirer completes the booking form and returns to the HBA. The receipt of the signed booking form shall constitute acceptance of these Terms & Conditions. At this point the booking will be considered provisional.

3. The HBA will issue an invoice. The preferred method of settlement is via BACS: the PCC's bank details will be shown on the invoice and the invoice number should be used as a reference.
4. Bookings made more than 3months in advance are subject to cancellation/alteration should the PCC require the Hall for its own activities. The PCC will endeavour to give the Hirer at least 2 months' notice of cancellation/alternation. In which case a full refund will be made.
5. For booking more than 3months in advance at least 50% or £30 whichever is higher should be paid within 14days to secure the booking, the balance being paid at least 30days prior to the booking.
6. For bookings less than 3months in advance will only be considered confirmed once the invoice has been settled in full. If not settled within 14 days, the date and time may be made available to others.
7. The HBA will email the code to access the key within 24hrs prior to the event taking place.

## **5. Cancellation**

1. Should the Hirer wish to cancel their booking after they have settled their invoice, provided at least one week's notice is given a full refund will be made. For less than a week, at the PCC's discretion may offer a refund of no more than 50% of fee.
2. If the PCC considers that due to adverse weather conditions to close the Hall, then the Hirer will receive a full refund. However, if the Hall is safe to open and the Hirer decides not to use the Hall, at the PCC's discretion may offer a refund of no more than 50% of fee.

## **6. General Points**

- a. The use of smoke machine is not permitted
- b. Only small bouncy castles are permitted in the summer months when the heaters are not being used
- c. Any personal electrical or electronic equipment being used should be in good working condition.
- d. Fire equipment (extinguishers and blankets) are not to be moved unless there is a fire, when they should only be used once all occupants have evacuated the building. Hirers are not to put themselves in danger.