

Parish of St Andrew's with Holy Cross

St Andrew's Church Conditions of Hire and Hire Agreement

Hiring of the Hall is arranged by the Hall Booking Co-ordinator on behalf of the Parochial Church Council (PCC) of St Andrew's with Holy Cross.

Use of Building

1. The maximum number of people allowed in the building is 150
2. Sub-letting or other transfer of the booking is not permitted
3. The terms of the booking relate to the use of the Hall, kitchen and toilets only.
4. All Hirers, when using the kitchen, must comply with the Kitchen Rules as displayed on the wall in the kitchen
5. Bookings are available only at the times agreed between the Hirer and the Booking Co-ordinator
6. For one off bookings, the Hirer shall pay the agreed fee 2 weeks in advance of the event
 - a) A deposit of £100 will be taken at the time of the booking and the return of all or part of the deposit is at the discretion of the PCC
 - b) For regular users, payment will be required in advance, by arrangement with the Booking Co-ordinator
 - c) At least 7 days notice is required in the event of cancellation
 - d) No refund will be given where less than 7 days notice is given of cancellation
 - e) The period of hire is from the time the Hall is taken over and the building vacated, not the length of time of the function
7. The Hirer is expected to comply with:
 - a) No music played after 10.30pm
 - b) The building is vacated by 11pm
 - c) That all attendees leave the Hall in an orderly and quiet fashion with no nuisance caused to neighbours
 - d) That car parking does not cause an obstruction to other road users or local residents
8. The Hirer is responsible for ensuring that the Hall is:
 - a) Clean and tidy after use, with tables and chairs returned to their correct storage places
 - b) Blue plastic chairs stacked up no higher than 5, as per notice on wall
 - c) Floors must be swept and toilets checked and tidied if necessary
 - d) All crockery, glasses and/or cutlery used will be washed, dried and returned to their appropriate storage places
 - e) All rubbish is required to be bagged and removed from the Hall and Church premises, and be disposed offsite
9. By law, there shall no smoking in the Hall. Smokers must be off the Hall and Church land with the hirer providing an appropriate receptacle for the disposal of cigarette ends.
10. No vaping in the Hall
11. The sale of alcohol is not permitted anywhere on the premises.

Hirer's Liabilities

12. The PCC accepts no liability for:
 - a) injury, accident or death to any person

- b) loss or theft of any property belonging to the Hirer or to any persons attending the premises during the hire period
- 13. The Hirer shall:
 - a) Be liable for any damaged caused to the Hall, furniture and fittings therein arising from the hire period
 - b) Is expected to report such damage and breakages to the Booking Co-ordinator
 - c) Indemnify the PCC for any expenses incurred in relation to repair or replacement of damage to any part of the Hall or its contents caused during the period of hire
- 14. Group Hirers are expected to have their own Public Liability Insurance and should provide evidence of such
- 15. If the Hirer runs regular events for children or young people, evidence of Safeguarding and Child Protection policies must be produced

Health and Safety

- 16. The Booking Co-ordinator will provide information regarding fire procedures. The Hirer will ensure that all people attending the function are aware of the locations of fire exits and appliances. Fire exits must be kept free of obstructions at all times
- 17. The Hirer will ensure that:
 - a) the regulations regarding the use of the kitchen (as point 4) are adhered to
 - b) that the heating arrangements will not be tampered with unless previously arranged with the Booking Co-ordinator
 - c) the location of the First Aid Kit is known and that there is a designated person responsible for all first aid needs

General

- 18. For regular users there should be one named key holder. Under no circumstances shall the key ownership be transferred to another person without prior arrangements with the Booking Co-ordinator
- 19. The PCC reserves the right to ask for keys to be returned at anytime
- 20. For one off events, the Hirer is responsible for the return of the key immediately after the end of the event
- 21. 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
- 22. The Booking Co-ordinator, Clergy and Churchwardens shall be allowed access to the Hall at all times
- 23. Hire charges are reviewed annually by the PCC. The Booking Co-ordinator will notify regular users of any changes in fees three months in advance of implementation

I, the Hirer, have read, understood and accept the conditions of hire outlined above in points 1-23.

Signed.....Date.....

On behalf of.....