

# **St. ANDREW'S CHURCH HALL PREMISES TERMS AND CONDITIONS OF HIRE**

## **1. BOOKING**

All booking applications must be in writing on the booking form provided. The person signing this form will be considered the Hirer. Where an organisation is named in the application the organisation will also be considered the Hirer and shall be jointly and severally liable with the person who signs this form.

## **2. KEYS**

A key safe is positioned outside the hall near the post box and the access code will need to be obtained from the Hall Manager Rita Hewitt, 01304 381462 or the Churchwarden/s 01304 373417. The code is for the exclusive use of the hirer only, will be frequently changed and must not be given to anyone else. When leaving, the hall door keys must be returned to the key safe for the next hirer

## **3. SUPERVISION AND RESPONSIBILITY**

The Hirer will during the period of hiring be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage (however slight) and the behaviour of all persons using the premises whatever their capacity) including proper supervision of off-site arrangements.

## **4. HOUSEKEEPING AND COMPLETION OF HIRE**

At the end of hiring, the Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition properly locked and secured unless directed otherwise by authorised representatives of St. Andrews Church PCC and any contents temporarily removed from their usual positions properly replaced.

- Users must remove all rubbish and remnants from the Church Hall and its environs and take away for disposal.
- The Church Hall must be left clean and tidy; users must sweep up after use and mop where necessary. Tables must be wiped clean if used and returned to the designated racks.
- Chairs must be stacked in piles of 11.
- The hirer must supply their own materials including tea towels and rubbish sacks.
- Users must ensure all lights are turned off and all doors closed and locked where required.
- No belongings are to be left in the hall or kitchen areas. We do not have sufficient storage space for the hirer to store items.

Should this not be complied with St. Andrews Church PCC reserves the right to make an additional charge.

## **5. SAFEGUARDING**

In the event that the hiring involves the attendance of children and young persons under the age of 18 or Vulnerable Adults at the premises, the Hirer confirms that appropriate Child and/or Adult Protection Procedures will be in place. If the hiring is a regular arrangement it will be necessary for the leaders involved to have attended Safeguarding training and that a certificate of their attendance can be provided. The Hirer agrees to ensure that all adults present on the premises are aware of these Procedures and will abide by them. The Hirer confirms that, when necessary under the terms of Child and/or Adult Protection Procedures, appropriate Criminal Records checks from the Disclosure and Barring Service will be carried out in respect of persons involved with children, young people or vulnerable adults on the premises during the course of the hiring.

## **6. PARKING**

The hire of the premises does not include the use of parking facilities. St. Andrews Church PCC reserves the right to ask for any cars related to this hiring to be removed or prevented from parking

on site. Please encourage those attending to park at West Street car park as convenient street parking is not always available.

## **7. EXCLUSIONS**

The Hirer shall not use the premises for any purposes 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 to bring on to the premises anything which may endanger the premises or any insurance policies connected with the premises.

## **8. ALCOHOL**

These are not licensed premises and no alcohol can be sold therein without a licence from the local authority. Should the Hirer wish to bring drinks onto the premises for private and moderate consumption, written notice of this is to be provided at the time of booking.

## **9. SMOKING**

The entire premises and grounds are a No Smoking Zone.

## **10. MUSIC**

The Hirer undertakes to satisfy any requirements under performing rights for the performing or playing of live or recorded music. Any Hirer who intends to play music or have a live band agrees to inform St. Andrews Church PCC in writing at the time of booking. The Hirer undertakes to ensure that all noise is kept to a level such that neighbours of the church premises are not unduly disturbed. The Hirer agrees in any event to terminate all loud noise on the premises at 11.00 pm.

## **11. PUBLIC SAFETY**

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Magistrate's Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays and shall ensure that such events shall not involve the infringement of any copyrights or performing rights.

Where the purpose for which the premises are hired includes dancing, the Hirer shall not cause or allow the maximum number of patrons and/or guests admitted to exceed the maximum specified number specified of 60.

## **12. EMERGENCIES**

In anticipation of an emergency it is the Hirer's responsibility to ensure that they know the location of first aid kits, the nearest hospital and the like.

## **13. DAMAGE**

The Hirer shall indemnify St. Andrews Church PCC for the cost of repair of any damage done to any part of the property including the surroundings or the contents of the building which may occur during the period of the hiring as a result of the hiring.

The Hirer shall not interfere in any way with the heating, electricity or gas fittings, meter fittings or fixtures on the premises.

It is the responsibility of the Hirer to ensure that the electricity supply is appropriate for any equipment used and that any equipment used will not endanger, overload or damage the electricity supply, circuits, wiring, plugs, sockets, switchboards or other equipment.

#### **14. INSURANCE**

The Hirer acknowledges that the loss of any items left unattended is not covered by insurance cover.

The Hirer is responsible for ensuring that it has any necessary Public Liability insurances that may be appropriate.

#### **15. CANCELLATION**

If the Hirer wishes to cancel the booking before the date of the event and is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of St. Andrews Church PCC.

St. Andrews Church PCC reserves the right to cancel this hiring in the event of the premises being required for use as a polling station, for a parliamentary or local government election, by-election or church event in which case the Hirer shall be entitled to a refund of any fees already paid.

Even if the Hirer has a regular booking for the hire of the premises, St. Andrews Church PCC reserves the right to renew, vary or cancel any such regular arrangements. This right will not be unreasonably enforced.

In the event of the premises or any part thereof being rendered unfit for the use of which it has been hired St. Andrews Church PCC shall not be liable to the Hirer for any resulting loss or damage whatsoever.

#### **16. ACCESS**

The Hirer shall allow any duly authorised officer of St. Andrews Church PCC access to the premises or any part thereof at all times during the hiring.