

Terms and Conditions for One-off Hirings
St Andrew's Church Hall's Committee Room

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. 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.
- b. Chairs: There are 2 types of chairs, 6 padded + at least 5 plastic chairs. More could be made available if necessary
- c. Heating: There are 2 heaters in the room, which have been preset ~ the Hirer only needs to switch on at the wall plug and then press the "on" button
- d. White board: Hirers will need to bring their own dry-wipe pens
- e. Flip Chart: May be available on request ~ for a small fee
- f. 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 Committee Room.
 - 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.
 - ix. Ensuring that the switch for the defibrator is **not** switched off.
- 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 your members) then a notice shall be displayed outside the Committee

Room 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 PCC considers that the Committee Room would only be used by small groups for such purposes as planning meetings, one-to-one consultations or educational functions.
- b. The PCC reserves the right to terminate, without giving a reason, any arrangement or any future arrangements for hiring the Committee Room 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 Committee Room during the period of hire.
 - ii. Liable for any loss of earnings. If any loss of earnings occurs due to St Andrew's Church Committee Room 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 Committee Room lights on after the Hirer has left - £10
 - iii. Leaving any exit door unlocked or open - £50
 - iv. Failure to return the church Committee Room key to the single Hirer key box after the Hirer has left or if the church Committee Room key is lost - £25
 - v. If the cleaners are required to undertake additional cleaning due to the state that the Committee Room 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 Committee Room 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 14 days 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 Committee Room, then the Hirer will receive a full refund. However, if the Committee Room is safe to open and the Hirer decides not to use the Committee Room, 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.