

This agreement is made between The Parochial Church Council of the Ecclesiastical Parish of St Peter, Bentley (St Peter's) and [name of hirer]. By making your booking for the hall, you are accepting these terms and agree to be bound by them.

You are booking St Peter's Community Hall, High Street, Bentley, Doncaster, DN5 0AA. You may use the hall, kitchen (including the appliances) and toilets.

Bookings

1. Bookings for the Community Hall are made online at hallbookingsonline.com/bentley
2. St Peter's may refuse to accept any booking without giving a reason.

Payments

1. The hirer accepts responsibility for all the charges detailed in this agreement.
2. One off bookings will be invoiced and must be paid in full within 7 days of invoice, including a refundable deposit of £30. Failure to pay on time will result in the booking being cancelled.
3. Bookings are classed as regular if they are at least weekly and for at least one hour OR if they are for at least 2 hours a week for a shorter period (for example a 10 week course which is 2 hours per week). Regular bookings must be paid monthly in advance with payment received by the 25th of the preceding month (so January's fees are paid by the 25th December). If you no longer wish to use the hall, one month's notice must be given. A refundable deposit of £30 will be kept and repaid after the final booking and once keys have been returned.
4. The current hourly rate for bookings is £17.25 per hour.
5. If the building is not left clean, a cleaning charge will be applied at £15 per hour with a minimum charge of £15. To avoid charges, we recommend you sweep the hall before you leave if anyone has eaten at the event. If there have been any spills, we recommend that these should be mopped, if they are just left to dry, a cleaning charge may become payable.
6. If the building has been damaged during your event, the deposit will be retained, and if the cost of repair is more than the deposit, a further invoice will be issued with payment required within 14 days.
7. You should ensure that you factor in enough time to set up and pack down your event. If you would like early access we will try and help if there are no other bookings, but this will be charged at the full rate. You should be ready to leave the building at the end of your allotted time having put everything away, swept the hall if there has been food and mopped up any spillages. If the person locking up has to wait, the additional time will be deducted from your deposit. The premises closes at 10pm, if the person locking up has to wait the charge is double the hourly rate and this will be taken from your deposit or, if necessary, invoiced billed per 15 minutes or part of 15 minutes.
8. Once we are satisfied with clauses 5, 6 and 7 above, your deposit (or the remainder of it) will be returned within 14 days of your event (usually quicker).
9. Payment can be made by bank transfer, or for one off bookings by debit or credit card (using the information on your invoice).
10. Any refunds will be paid via the same method you used to pay.

Discounts

1. Regular bookings, paid in advance, attract a discount of 20%.
2. Bookings by registered charities or CICs which are limited by guarantee also attract a discount of 20%.
3. Only one discount can be applied at any time.

Cancellations

1. St Peter's may cancel any booking at any time without giving a reason. This includes on the day of the hire and refusing admission to the premises (we may do this if you turn up for your event intoxicated for example). If we decide to do this, we will refund any money you have paid to us, but we will not be liable for any consequential losses.
2. St Peter's will close the Hall in the event of a 'danger to life' weather warning being in place and we will refund any money you have paid to us, but we will not be liable for any consequential losses. If there is bad weather which is not covered by a Met Office 'danger to life' warning, refunds will only be due in line with a standard cancellation as below.
3. One off bookings may be cancelled up to 14 days in advance. You will receive a full refund minus a booking fee equivalent to 1 hour's hire. Cancellations after this time will only have the damage deposit refunded.
4. Regular bookings may be cancelled up to 7 days in advance. You will receive a refund minus a booking fee equivalent to 1 hour's hire (at the full rate, not the discounted rate) for each booking cancelled. Refunds for regular bookings are limited to 50% of the amount paid, we are reliant on these bookings for our financial stability, the impact of cancellations is significant. Cancellations after this 7 day deadline will not be refunded.

For example, a regular booking for 2 hours a week was billed for February at 2 hours x 4 weeks x £17.25 = £138 then discounted 20% = £110.40 is paid in advance.

One week was cancelled with more than 7 days notice. The refund is £27.60 minus £17.25 booking fee = £10.35. Regular booking refunds under £100 will be refunded as a credit off the following month's bill.

Rules of Hire

1. The hirer shall not assign or sub-let the right to use the facilities booked and must use the facility only for the agreed purpose.
2. Set up and take down of equipment and cleaning to ensure the facility is ready for the next user must be undertaken during the hire time.
3. Animals must not be brought into the building without written permission.
4. Hirers working with children and vulnerable adults must have a safeguarding policy in place which is at least as comprehensive as the Church of England policy. We will need to be provided with a copy before hire can commence.
5. If you are playing music as part of your activity, you will likely need a music license. Please check at pplprs.co.uk. (if you are holding a private party, this does not apply).
6. No equipment may be stored on site without the written permission of St Peter's.
7. Bookings will be confirmed using our online service once payment has been received in full.

8. You must take reasonable care of the hall during your booking. You should treat it as you would your own property. The person who locks up at the end of your event will inspect the hall for damage. If it's dark outside, they may need to inspect further the next day.
9. Hire is never completely exclusive. St Peter's have the right to enter any part of the premises at any time without stating a reason and with or without a third party.

Booking Form

Name of group

Name of Contact Person

Contact Person Phone

Contact Person e-mail

Booking Times (including setting up and packing away) requested.

Please tick:

- I have read the terms and conditions above and agree to them.
- I have an up to date safeguarding policy, and where I don't, I have discussed this with the Parish Safeguarding Adviser.
- I have appropriate insurance and licenses in place and these are available on request.
- I understand that you will use my personal information only to provide this service.

Signed

Dated