

## Standard Conditions of Hire

Please take time to read the conditions of hire carefully. If you are in any doubt about the meaning of any of the following, please get in touch with the Committee on [ChurchHouseLC@gmail.com](mailto:ChurchHouseLC@gmail.com).

1. The building is owned by St Mary's Parochial Church Council and as such, Church House cannot be used for any purpose contrary to the teaching and practice of the Church of England. This includes, but is not limited to, use for immoral purposes; for acts of worship by non-Christian faith groups; or by spiritualists. Such bookings will be cancelled.
2. Smoking is not permitted in any part of the Church Hall premises.
3. Before your visit, you must read the Church House [Fire Safety Policy](#), the [Emergency Evacuation Plan](#), the [Fire Exits and Floor Plan](#), and the [Safeguarding Agreement](#).
4. The Hirer, for the period of the hire, is responsible for caring for the hall and its contents and for protecting against any form of change or damage, however slight. The Hirer is also responsible for the behaviour of everyone on the premises, in whatever capacity. **The Hirer must oversee car parking to ensure the road is not obstructed, especially ensuring passage to Wapping for all purposes including emergency services is maintained.** If only part of the premises has been hired, there must be no disruption of any other events that may be taking place at the same time.
5. The hall can only be used for the purposes stated on the booking form. It cannot be sublet. The Hirer must ensure that it is not used for any unlawful purpose, nor allow any unlawful items to be brought onto the premises. Church House insurance prohibits the use of items that might lead to damage or personal injury, such as bouncy castles. The consumption of alcohol is subject to permission at the time of booking.
6. If the Hirer intends to sell alcohol, the Hirer is responsible for obtaining a Temporary Events Notice (TEN) from AVDC for the sale and supply of alcohol. Please note that TEN is required if it is intended to include provision of any alcohol within a ticket price. If in doubt, consult the following: [www.aylesburyvalcdc.gov.uk/premises-licence](http://www.aylesburyvalcdc.gov.uk/premises-licence). A copy of the TEN must be given to the Booking Secretary prior to the commencement of the hire.
7. Parking: please ensure your attendees do not double park as you may block in local residents. Please also pay particular attention to the emergency access to Wapping (to the left of the House as you face it). This is essential for emergency services.

8. Church House has a licence for entertainment and the public performance of live and recorded music. This is subject to certain restrictions about day and time; details are available on request. The Hirer must apply for a temporary licence to vary these conditions.
9. No animals (including birds), except guide dogs may be brought into the building without prior permission being given. No animals whatsoever enter the kitchen at any time
10. Any electrical appliances brought onto the premises and used there must be certified safe and in good working order, and used in a safe manner, using residual current circuit breakers where appropriate. Inflatables that require power are not allowed.
11. No LPG appliances or highly flammable substances may be brought onto the premises. Pyrotechnics, fireworks, flares and naked flames such as candles are not allowed.
12. The Hirer must comply with all conditions and regulations imposed by the Fire Authority, the Local Authority, the Local Magistrates' Court or otherwise, particularly in connection with any event including public dancing, music, stage plays or other public entertainment.
13. The Hirer will indemnify the Committee for the cost of repair of any damage to the building, and its contents, during and as a result of the hire. The Committee reserves the right to ask for a refundable deposit against such damage.
14. **Other than in exceptional circumstances agreed by the committee, a minimum of one week's notice is required for cancellation or payment is still due. Payment is required within 7 days of receipt of invoice. Failure to pay for hire will result in no future access.**
15. Where food is to be served at an event (all food brought in for serving on the premises), the booking may be for the separate hire of the Friends' Room and kitchen or must otherwise be for the whole building. The use of pig roasts or similar barbeques is not allowed. The AVDC licence for the Hall only allows the serving of food prepared off site, though previously cooked food may be reheated on the premises. **The building is potentially used by people with nut allergies. Nuts, or items containing nuts must not be brought onto the premises.**
16. At the end of the hire period the Hirer is responsible for leaving the hall and its surrounds in a clean and tidy condition. It must be properly locked, unless otherwise directed. Any items temporarily moved must be replaced. All rubbish must be removed from the premises at the end of the hire period. The Committee reserves the right to make an extra charge for additional cleaning costs if this is necessary.
17. The Committee reserves the right to cancel any hiring in the event that the hall is required for use as a Polling Station. A refund of hire fee is the maximum compensation that will be made.

18. In the event of the hall, or any part thereof, being rendered unfit for use for which it has been hired, the Committee shall not be liable to the Hirer for any resulting loss or damage whatsoever. A refund of the hire fee will be the maximum recompense in such circumstances.
19. Compliance with The Children Act of 1989: The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act of 1989 and that only fit and proper persons have access to the children.
20. Fire Safety: It is the duty of the hirers to familiarise themselves with fire safety equipment and fire exit routes and to appoint a person responsible for evacuation of the building if necessary. Hirers should perform their own fire risk assessment.
21. Personal safety: It is the duty of the hirers to ensure children and vulnerable people are supervised at all times, particularly with regard to the sharp drop from the stage.