St Paul's Hadley Wood

HALL HIRE TERMS AND CONDITIONS 2026-7

Purpose and Restrictions

1. The PCC reserves the right to refuse any Hiring if the proposed use of the premises would in its opinion conflict with the purposes, doctrines or beliefs of the Church. For details of these please visit the Church website at www.stpaulshadleywood.org
2. The accommodation may only be used by Hirer for the purpose and during the period indicated on the Booking Form submitted to the PCC.
3. The Hirer will not sub-let, part with possession of or use the premises for any unlawful purpose or in any unlawful manner or do anything or permit to be done or bring onto the premises anything which might endanger the premises, their users or any insurance policies relating thereto.
4. The Hirer acknowledges that no tenancy is intended to be created between the PCC and the Hirer and that no relationship of landlord and tenant exists between them.
5. The premises may be hired for:
   - 5.1. Fund raising events for charities and good causes, either Church events or others sponsored by a Church member.
   - 5.2. Activities connected with physical fitness, intellectual, educational, or artistic behaviour.
   - 5.3. Parties for children (but not teenagers) under the supervision of parents.
   - 5.4. Parties to mark significant life events e.g. baptisms, engagements, weddings and funerals.
6. The following restrictions apply to Hirings:
   - 6.1. Alcoholic refreshments are not permitted unless permission is given by the PCC in writing.
   - 6.2. Smoking is not permitted anywhere on the premises.
   - 6.3. Loud music, dancing and discos cannot be permitted.
   - 6.4. All events must finish by 10:30pm.
   - 6.5. Church offices are out of bounds.
   - 6.6. Other Church activities may be taking place at the same time- booking the premises does not guarantee exclusive use of the kitchen and facilities – your kind co-operation is requested.

Bookings, Cancellation and Amendments

7. Bookings
   - 7.1. To request a booking the Hirer must submit their Booking Form via the St Paul's Hadley Wood Hall Booking Online page along with full payment of the deposit or call 020 8447 0448 to make a booking via phone.
   - 7.2. Any provisional booking will not be binding until the booking has been confirmed by the Church in writing.
   - 7.3. All the conditions, plus any special conditions imposed at the time of booking, apply unless specifically excluded when the booking is confirmed. Likewise, any special requests are only applicable if confirmed by the Church in writing.
8. Cancellation and Amendments
   - 8.1. Please notify the PCC as soon as possible if you wish to cancel or amend your booking.
   - 8.2. Terminable by not less than one weeks' notice in writing by either party save in the event of breach by the Hirer of the terms of this Agreement when the PCC shall have the right to terminate with immediate effect.

8.3. The PCC reserves the right to suspend or cancel the Hiring if exceptional or unforeseen circumstances arise or if the premises are required by the PCC for use in connection with funerals, weddings, baptisms, pre-school, or other parish activities provided that reasonable notice shall have been given to the Hirer.

Access and Vacation of the Building

9. Access

9.1. The Hirer will be provided with a 4-digit code to the key safe on the week of the commencement of their Hiring and will be responsible for collection of the key from the key safe and gaining access to the premises.

9.2. If the Hirer is unable to gain access to the premises at the booked times, they should use the Emergency Contact Number.

10. Parking Restrictions

10.1. Vehicles must not be parked immediately outside the Hall buildings – this area is for use when delivering or loading up and MUST be kept clear at other times in case ambulance or fire services have to gain access in an emergency.

10.2. The Hirer should make the reason for this clear and is responsible for ensuring that this is complied with by guests and other members of their party.

11. Cleaning

11.1. At the end of the booking, rooms should be left in the condition in which they were found.

11.2. All furniture and equipment must be returned to the same position in which they were found and in the same condition as at the beginning of the Hiring.

11.3. Cleaning equipment is available for your use in the storeroom opposite the kitchen.

11.4. Any crockery used must be washed up and returned to the cupboards.

11.5. All waste is to be removed off site by the Hirer.

11.6. The Hirer must ensure that all lights are switched off and windows are closed.

11.7. Unless agreed in writing it is the Hirer's responsibility for setting out and clearing away any furniture and equipment.

11.8. The Hirer must not leave in the premises any other equipment, furniture, or articles of any kind.

12. Damage

12.1. Any breakages or damage should be reported to the PCC as soon as possible.

12.2. The Hirer is responsible for all damage (other than fair wear and tear) to the building, furniture, fittings and equipment.

12.3. Costs involved in replacing or making good any damage or breakages may be deducted from the booking Deposit.

12.4. The Hirer will indemnify the PCC and the Trust against and in respect of any breakages, damage, costs or other liability whatsoever and howsoever arising from the Hiring or use of the premises by the Hirer, save where resulting from an act or default of the PCC.

Security

13. The Hirer shall be responsible for:

    13.1. Supervision and security of the premises, protection of the fabric and contents from damage, and for ensuring that the access to the premises or use of the public highway is not obstructed by the Hirer or by the Hirer's guests or invitees.

    13.2. Safe custody at all times of the keys to the premises which the Hirer will return to the PCC on demand.

14. On leaving the hall ensure that:

    14.1. All doors and windows are shut and locked.

    14.2. The key is promptly returned to the key safe.

Health and Safety

15. The Hirer shall be responsible for the observance of all regulations affecting the premises or the Hirer's organisation imposed by the local authority, the fire authority or other competent authority, including complying with the General Data Protection Regulation and the Safeguarding Policy of St Paul's Church as published on the website of St Paul's Church.

16. Fire and Safety Precautions

    16.1. Organisers should familiarise themselves with the location and operation of fire extinguishers.

    16.2. The main exit routes should be noted and kept clear of obstruction.

17. Accident or Injury

    17.1. The Hirer is reminded that they are responsible for any accident or injury arising out of the activity for which the premises have been hired. It is the responsibility of the Hirer to ensure that the premises are safe for the purpose for which it intends to use them.

    17.2. The Hirer must, in the event of an accident, complete the accident book located on the windowsill in the kitchen.

Interpretation

18. In this Agreement:

    - "The PCC" means the Parochial Church Council of St Paul's Church, Hadley Wood.
    - "The Trust" means St Paul's Church, Hadley Wood, Trust.
    - "The premises" means the hall comprised in the Hiring together with use of the kitchen and toilets.