

Terms and conditions for St. Paul's Hainault facility hire

This agreement is between you, the hirer, and us, the PCC of St Pauls Hainault.

St Paul's Hainault facility hire includes the main hall, the kitchen, the toilets, and the small room at the back of the hall, and all tables and chairs present.

St Paul's Hainault facility hire does not include the use of the garden. Use of the garden must first be approved by St Paul's Hainault PCC and may incur an additional cost.

St Paul's Hainault mainly caters for parties and activities for under 11-year-olds. If you wish to hire the hall for any other purpose, please enquire.

St Paul's Hainault undertakes to provide facilities at a good standard and shall always retain ownership and all attendant rights of all the church property.

The entire site at St Paul's Hainault Church may only be used for purposes consistent with Christian values as understood by the PCC.

St Paul's Hainault aims to maintain a nut free environment.

St Paul's Hainault reserves the right to amend/cancel room bookings for circumstances beyond its control.

St Paul's Hainault has off street parking for a maximum of 8 cars. However, the Church does not guarantee availability.

St Paul's Hainault does not take responsibility for any vehicles parked in the church car park.

Save in respect of death or personal injury caused by the Church's negligence, any liability of St Paul's Hainault to the hirer shall be limited to the refund of the hire charges.

In the case of long-term room hire, St Paul's Hainault cannot guarantee the availability of rooms all year round, unless agreed in advance.

If you find the condition of the hall unsatisfactory, please contact us at stpaulshainaulthallhire@gmail.com

Garden Hire alongside Hall Hire

We are happy to hire out the garden provided the below conditions are met.

1. Garden is available on request for additional cost: £100 extra refundable deposit + £20 per hour or £75 flat rate whichever is less.
2. Garden is not available beyond 8pm.
3. No music in the garden...all music must be in the main hall.
4. The hirer may erect marquee, gazebo or bouncy castle, at their own expense and using their own equipment and labour.
5. No fires, BBQ or fireworks

6. Dogs/pets are allowed on request
7. No access to storage sheds
8. Rubber Soft play area must be kept free from chairs and high heels that would puncture it.
9. Our garden is regularly maintained (grass cut and rubbish cleared). However, it is the hirer's responsibility to prepare and make ready the garden (clear fox contributions like toys and food waste) prior to use and clear and remove all rubbish after.

All hirers must observe the following conditions:

Deposits, payment, and cancellation.

The hirer must pay a £100 deposit at the time of booking.

The Church promises to return the deposit within one calendar month, providing all conditions mentioned herein have been observed.

Hall hire is subject to a minimum of 2 hours and subsequent additional whole hours only.

The hirer will pay in full 2 weeks prior to the booking date.

The hirer can cancel with a full refund, up to two weeks in advance. Any cancellation less than two weeks prior to the booking date will not be refunded.

Period of hire.

The hirer must adhere to the agreed start and finish times and is aware that all setting up and packing down/cleaning is included in the allocated time booked.

St Paul's Hainault reserves the right to charge an additional payment for extended occupation beyond the agreed time.

Policies.

The hirer is required to comply with all the policies of St Paul's Hainault, including its Health and Safety Policy, and the Diocese of Chelmsford Safeguarding Policy. Copies of these policies can be found here: <https://hallbookingonline.com/hainault/documentation.php>

The hirer must comply with St Paul's Hainault's no smoking, no drug taking, and no alcoholic spirits policy across the whole of the Church site.

The hirer must comply with St Paul's Hainault's nut free policy across the whole of the Church site.

The hirer must have their own safeguarding policy in place and must ensure that children and vulnerable adults are always protected. The hirer must take all reasonable steps to prevent injury, illness, loss, or damage.

Safety and security.

The hirer must ensure that fire exits are always unlocked and accessible.

The hirer must ensure that the security of the site is maintained and that entrance doors are not left open.

Responsibilities of the Hirer

The hirer must report all incidents and accidents that occur on church property to St Paul's Hainault PCC at stpaulshainaulthallhire@gmail.com

The hirer must record any incidents or accidents that occur on church property in the incident/accident logbook located in the kitchen.

The hirer must not exceed the maximum capacity of the Church Hall. The hirer must enquire if their group is larger than 80 people.

The hirer is responsible for the conduct of all persons attending the site for their hire.

The hirer must be considerate of the Church's neighbours and surrounding community, must not bring the Church into disrepute, and must keep the noise to a minimum when departing the premises.

The hirer must ensure that all children are supervised by parents/carers and are never left unattended.

The hirer must take all reasonable steps to prevent injury, illness, loss or damage.

The hirer is hereby informed that other people may be using other parts of the site during the period of the hire.

The hirer must record any incidents or accidents that occur on church property.

Maintaining the Church property

The hirer must not use any facilities or buildings other than the ones agreed.

The hirer must act appropriately to maintain the facilities in good condition.

The hirer must clean up after using the facility.

The hirer is hereby informed that any exceptional cleaning required, or damage incurred to either the fabric or equipment belonging to the Church shall be charged to the hirer at cost.

The hirer must not decorate or in any way alter the fabric of the facilities.

The display of banners and signage etc both internally and externally must be agreed with the Church and cannot be made a semi or permanent fixture.

St Paul's Hainault has a zero-tolerance policy about vandalism, the use of drugs, the possession of weapons, or any other behaviour deemed to be anti-social.

The hirer is required to indemnify St Paul's Hainault for any claims, damages, costs, and expenses. This includes the cost of repairing any damage and any legal costs incurred because of any action or inaction by the hirer, the hirer's guests, or any person allowed onto the premises by the hirer (including those who may have entered the property because of the hirer's failure to secure entrances).

Use of church equipment.

The hirer may use the hall kitchen and all present equipment including crockery, cutlery, glasses, coffee machines, urns etc.

The hirer must ensure all kitchen appliances are switched off prior to leaving the building.

The hirer must turn off the water heater prior to leaving the building.

The hirer must ensure that the refrigerator is closed prior to leaving the building.

The hirer must ensure that all water taps, both in the kitchen and the bathrooms, are turned off prior to leaving the building.

The hirer must wash, dry, and put away all equipment used during the hall hire: crockery, cutlery, glasses, coffee machines, urns etc.

The hirer must bring their own tea towels.

Use of any other church equipment must be agreed with St Paul's Hainault PCC prior to use. If permitted, it will be deemed as an addition to the basic hire and may incur additional charges.

Electrical equipment.

The hirer must inform St Paul's Hainault of any electrical equipment brought onto the premises at stpaulshainaulthallhire@gmail.com

The hirer must inform St Paul's Hainault of any damage caused by such equipment at stpaulshainaulthallhire@gmail.com

The hirer must ensure that all lights are switched off prior to leaving the building.

Insurance, licences, and public liability

The hirer must obtain a licence if alcohol (spirits are not permitted) is being sold. Alcohol may not be sold without such a licence.

The hirer is responsible for all third parties engaged by them (e.g., entertainers, DJs). All third parties must also comply with the terms of this Hire Agreement and must be adequately insured for their activity. St Paul's Hainault reserves the right to request evidence of this.

St Paul's Hainault's insurance, www.ecclesiastical.com/church, does not cover the hirer's negligence. Nor does it cover loss or damage to any hirers equipment or property brought onto the premises.

In addition to the above-mentioned conditions all long-term hirers must adhere to the conditions mentioned below:

General

All potential regular hall hirers must meet a church representative prior to receiving permission to use our space on a long-term basis.

The long-term hirer must not change the activity of agreed hire and they must obtain permission from St Paul's Hainault PCC should they wish to hold a social event.

Long-term hirers are not permitted to use any church hall storage space unless otherwise agreed by St Paul's Hainault PPC.

This agreement may be cancelled by either party giving one month's notice. Any queries should be addressed to stpaulshainaulthallhire@gmail.com

At certain times of the year, the hall may not be available for hire. The PCC will inform the long-term hirers of this in advance and an alternative date/time may be offered.

In the event of the long-term hirer wanting to change their session times or dates, a new agreement will need to be completed.

Payment

St Paul's Hainault will invoice the long-term hirer according to the agreed hire schedule. Payment is required at the beginning of the agreed hire period (e.g., academic year/term/half term, month).

St Paul's Hainault cannot buffer any late payments. Late payments will be regarded as a breach of the agreement.

In the event of the long-term hirer not using the hall during the committed period, the long-term hirer will still be charged for that session.

Keys

All long-term hirers will be given a key to the hall as part of the agreement.

Upon termination of this hall hire agreement, you will be required to return the key.

If the key is lost, you will be charged £80.00.

Safety, security, and heating

The long-term hirer/organisation is responsible for their group, class or club and must maintain an attendance register to perform a roll call in the event of evacuating the building.

The long-term hirer must ensure that the site is left secure, with all doors locked, at the end of the hire.

All long-term users should be aware of the location of all fire extinguishers and all fire exits. A termly fire drill is highly advisable.

All long-term hirers will be shown how to switch the heating on/off, both for the main system and the individual radiators.

The long-term hirer must always switch the main heating system off before leaving the building.

The long-term hirer must always switch the water heater off before leaving the building.

Policies and insurance

The long-term hirer must take out appropriate insurance, including public liability, to cover its potential liabilities associated with the hire.

The long-term hirer must have their own safeguarding policy in place and must ensure that children and vulnerable adults are always protected.

The long-term hirer working with children and /or vulnerable adults, must show proof of current DBS clearance.

The long-term hirer must provide photocopies of insurance and DBS certificates. These will be held by St Paul's Hainault for the duration of hire.

Any of the above not observed will be deemed as a breach of this long-term agreement. In this event St. Paul's Church reserves the right to terminate the agreement with immediate effect and will ask for any outstanding payments to be made and keys returned.