

Terms and Conditions of Hire

St Mary Magdalen Greek Orthodox Church Hall

1. Purpose

These Terms and Conditions are to help ensure that all events in the Hall are safe, respectful, well run, and considerate of the Church, neighbours, volunteers, and wider community. By making a booking, the hirer agrees to follow these Terms and Conditions.

2. Who May Hire the Hall

The Hall is available for community, private, and commercial hire, subject to approval of the booking and compliance with these Terms and Conditions.

3. Responsible Person

Every booking must name one Responsible Person on the booking form.

The Responsible Person will be the main point of contact and must ensure that:

- the event follows these Terms and Conditions;
- all attendees behave appropriately;
- any problems are reported promptly to the Hall Manager or Church representative.

4. Supervision of Children

Children must be supervised at all times by parents, guardians, or event organisers.

The Church does not accept responsibility for supervising children.

Extra care must be taken near the stage, kitchen, stairways, exits, outdoor areas, and any technical equipment.

5. Safety and Fire

Fire exits must remain clear and accessible at all times.

Emergency signs must not be covered or moved.

No equipment or furniture may block escape routes.

The hirer is responsible for following all health and fire safety requirements.

6. Decorations

Decorations may be used if they do not damage the building.

Nails, screws, strong adhesives, permanent fixings, or anything else likely to damage surfaces must not be used without prior approval.

All decorations must be removed at the end of the hire.

7. Sound and Equipment

Church-owned sound and technical equipment must be used carefully.
No equipment may be moved, dismantled, altered, or removed without permission.
Any fault or damage must be reported immediately.

8. Noise and Neighbours

The Hall is in a residential area.
Music, voices, and other noise must be kept to a reasonable level at all times, especially during evening events.

9. Alcohol

If alcohol will be served, this must be declared at the time of booking.
The hirer must comply with all relevant laws and ensure that alcohol is served responsibly.
The Church may add further conditions if needed.

10. Cleanliness and Rubbish

The hirer must keep the Hall clean and tidy throughout the event.
Only the designated Hall bins may be used.
Church bins must not be used.
All waste must fit inside the two allocated black bins with the lids fully closed.
Any extra rubbish, overflow waste, boxes, packaging, or bulky items must be taken away by the hirer.
The Hall and grounds must be left clean and free of litter.

11. Church Property

All furniture, fixtures, and equipment belong to the Church.
They must be treated with care and not damaged or misused.
Any damage or defect must be reported immediately.
The hirer is responsible for the cost of any damage caused during the hire.

12. Smoking and Vaping

Smoking, vaping, and electronic cigarettes are not permitted inside the Hall or any internal Church area.
Smoking is only allowed in designated outdoor areas.

13. Animals

Animals are not normally allowed in the Hall unless agreed in advance.
Assistance animals are always permitted where required by law.

14. Christian Ethos and Restricted Activities

The Hall is available for community, private, and commercial hire, provided the proposed use is consistent with the Christian Orthodox ethos of the Church.

The Hall may not be used for:

- worship, prayer, or ritual directed to any other god or religion;

- religious ceremonies or spiritual practices that conflict with Orthodox Christian belief;
- activities intended to promote beliefs or practices contrary to the Christian Orthodox faith.

Normal social, community, business, educational, and recreational events are permitted, provided they do not include the restricted activities above.

The Church may refuse any booking that is not suitable.

15. Parking

Parking is available outside Church service times only.

No parking is permitted on Sundays until 3:00 pm.

If vehicles are blocked in, up to 14 cars may park.

If vehicles are not blocked in, up to 6 cars may park.

The service programme should be checked before parking.

16. Prohibited Activities

The following are not permitted:

- damage to Church property;
- unauthorised removal of equipment;
- illegal activities;
- dangerous or reckless behaviour;
- activities that create an unacceptable risk to people or property;
- behaviour that seriously disrupts the Hall or Church.

17. Liability

The Church is not responsible for loss of or damage to personal belongings.

The Church is also not responsible for injury or loss caused by misuse of the Hall or equipment, or by failure to follow these Terms and Conditions.

The hirer is responsible for the conduct and safety of all attendees.

18. End of Hire

Before leaving, the hirer must:

- remove all decorations and personal items;
- place all rubbish in the correct bins;
- return furniture to its original position;
- switch off lights and appliances;
- leave the Hall clean, tidy, and secure.

19. Right to End Booking

The Church may cancel or end a booking immediately if:

- these Terms and Conditions are breached;
- safety is at risk;

- the activity is not suitable for the Hall;
- behaviour is likely to cause damage or serious harm.

No refund will be given if the hirer is at fault.

20. Acceptance of Terms

By submitting a booking form, the hirer confirms that they have read and understood these Terms and Conditions, agree to follow them, and accept responsibility for their guests, attendees, and activities during the hire.