

**ST GILES' CHURCH HALL
1 HIGH ROAD, ICKENHAM, MIDDLESEX, UB10 8LE**

Letting Conditions 2025

- Requests for bookings must be made via our online booking system:-

<https://hallbookingonline.com/ickenham>

- In the event of cancellation or material alteration within 7 days before the booking / event an administration fee may be charged.
- Cancellation within 24 hours of booking date/time will be subject to full payment.
- Hiring is for a minimum of 1 hour - we do not accommodate less than this or $\frac{1}{4}$ hours.
- The hire time must include setting up and clearing up.
- Facilities are not available for Birthday Party bookings.

Responsibilities of the Hirer

- **Keys** to the hall for regular users may be made available by prior arrangement with the Letting Secretary. For "one -off" bookings, arrangements will be made for the hall to be opened and closed for the duration of the booking.
- **Fire Regulations** must be followed at all times. Fire doors must be kept clear at all times.
- Any **accident** on the premises resulting in personal injury is to be recorded in the accident book provided (in main kitchen drawer).
- Groups using recorded **music** must hold a Public Performance Licence.
- The hall must be left clean and tidy after use.
- The setting up of tables and chairs and the subsequent return of these items to the storage areas has to be undertaken by the hirer during the period of hire time. The **HIRER IS ALSO RESPONSIBLE FOR REMOVING FROM THE HALL ALL ITEMS BROUGHT INTO THE HALL AND ALL RUBBISH GENERATED DURING THE HIRING.**
- **Blinds / Curtains** should be closed on leaving for security purposes
- **Storage** of equipment is only permitted by prior arrangement
- **NO SMOKING** is allowed in any part of the building.
- **NO Alcohol** is to be provided for payment / sold on the premises unless a licence has been obtained and provided ahead of the booking to the lettings secretary.
- **No animals** other than guide dogs without prior arrangement.
- **No artificial smoke or helium balloons**, these affect our sensitive alarm system.

ALARM & security of the building

- It is the responsibility of the hirer to lock and set the alarm of the building unless alternative arrangements have been made. It is essential that the all areas of the building are checked to ensure there is no body left in the building, windows are shut and the hall is secure. Should the alarm be activated as a result of these checks not taking place (ie person left in building) an "alarm re-set fee" will be charged.

Use of Kitchen

- The kitchen may be used by all hirers for preparing tea and coffee. An additional hire charge is applied for use of the kitchen ie use of oven, microwave or dishwasher.
- No unsupervised children are allowed into the kitchen.

Responsibility for Loss etc

- The Parochial Church Council does not accept responsibility in respect of loss, theft of or damage to any goods or property of the hirer, or for any person, left, deposited or brought into the Church Hall.

- Hirers are responsible for their own public liability any other insurance they feel is necessary
- The Parochial Church Council reserves the right to cancel any booking should the Hall be required for church, official or election purposes, without payment of any compensation for loss occasioned thereby.
- The Parochial Church Council reserves the right to terminate any contract of hire without notice if these letting conditions are not adhered to.

The Parochial Church Council reserves the right to refuse any booking.

Any questions can be directed via email to:-

stgileschurchhallbookings@gmail.com

Please be aware that our Church hall is run by volunteers who will respond as quickly as possible to any emails / enquiries.