



ALL SAINTS' CHURCH HALL

Church Lane, Kings Langley, Herts WD4 8JS

TERMS AND CONDITIONS OF HIRE

In booking the hall the hirer accept that they have read & will comply with these terms and conditions

1. Hirer's responsibilities

- The Hirer shall be regarded as the responsible person during the period of hire and shall be responsible for the care of the premises and the conduct of guests. All Hirers must be over 21 years of age. It is required that the Hirer is present upon the premises during the period of hire.
- The Hirer will be responsible for ensuring all appropriate Safeguarding guidelines are met. The Hirer accepts full responsibility for ensuring that an appropriate Safeguarding Procedure is in place and is observed by all persons involved on the premises with children and young persons under the age of 18 and vulnerable adults during the course of the event for which the premises have been hired.
- It is the Hirer's responsibility to ensure that they familiarise themselves and anyone else in the building during the time of the hire, with any safety precautions, specifically the hirer will be regarded as the responsible person for the purposes of fire safety legislation.
- The Hirer is responsible for any damage or loss to the hall and premises during the hire period, and for the hall being left secure, clean and tidy **with all rubbish removed from the church premises and taken home for disposal.** Any equipment used must be returned to its proper storage space after use and **chairs must be stacked six-high along the sides of the hall.**
- The Hirer is responsible for ensuring that the premises are vacated in accordance with the hire time agreed arrangements.
- If the hall or premises are left in an unsatisfactory state, or if there is loss or damage to any part of the church premises, the Hirer will, at the discretion of the church, be held liable for any cleaning, repair or replacement costs.
- The Hirer must report to the Church Office any damage made to Church premises as soon as practicable.
- Hirers are required to complete details of any accident or incident occurring during their occupation of the premises which did or could give rise to injury as soon as possible after the accident or incident but in any case before the premises are vacated by the hirers after the event. A form is provided for this purpose: the form can be found in the First Aid Box located in the kitchen. The following information should be recorded:
 - o Name, address and telephone number of person(s) injured
 - o Exact time and place of the occurrence
 - o Detailed description of accident or incident, including a description of any apparatus or equipment involved
 - o Name, address and telephone number of any witness(es) to the accident

Signed witness statements should be obtained if possible. The hirer must notify one of the Churchwardens as soon as possible after the accident, but in any event within 24 hours. Any apparatus or equipment involved must be retained for inspection. The Churchwardens are:

- o Sheila Ashman 07785 516690
- o Andrew Wragg 07595 217168

2. Use of Church premises

- For the safety, security and comfort of all users of the building, hirers are asked to strictly observe the following:
 - o No smoking in any part of the building, including the toilets.
 - o No open flames.
 - o No alterations to lighting, wiring or other fittings or equipment supplied by the Church.
- If the hiring is to include music, the hirer must keep the sound levels down to a reasonable level.
- Hirer's property must be removed from the premises at the end of the hire period.
- All Saints' Church accepts no responsibility for any loss or damage, including personal injury and death, resulting from the premises proving to be unsuitable for the hirer's intended use.
- If the kitchen is to be used, the Hirer must comply with legislation regarding food and hygiene preparation, (serving and selling of food). **The kitchen must be thoroughly cleaned upon completion, and all waste foods/materials must be completely cleared and taken away; the bins at the church cannot be used as there is no spare capacity for hirers.** The church reserves the right to levy a cleaning charge if this is not done. For safety reasons, children under the age of 10 must never be allowed in the kitchen.

3. Hire fees, and charges

- No contract of hire exists between the parties until the booking application has been processed and approved by the All Saints Church representatives, and all charges and fees paid in full by the hirer.
- Fees charged will be those in force at the time of the let regardless of when the booking was made.
- Bookings are secured by the payment of the full hire fee which, in the event of cancellation for any reason by the hirer, is not refundable.
- In addition, a refundable deposit for an access door key will be required to be paid. The deposit will be refunded when the key has been returned.
- The hirer should note that the church reserves the right to cancel the booking at any stage if it becomes apparent that the event is contrary to the information disclosed on the booking form, or if any of the information supplied on the booking form is false or misleading. If such cancellation has to be enforced by the church, the booking fees will not be refunded.
- Even if the Hirer has a regular booking for the hire of the premises, All Saints Church PCC reserves the right to renew, vary or cancel any such regular arrangements. This right will not be unreasonably enforced.
- Should the hire fees not be received within the time allocated, and another party wishes to book the hall on that date the Church reserves the right to give the booking to the other party
- The Hirer shall allow any duly authorised officer of All Saints Church PCC access to the premises or any part thereof at all times during the hiring.

The Church reserves the right to refuse any application or to impose special terms or conditions. Failure to comply with above Terms & Conditions will result in cancellation, or refusal to accept further bookings. These Terms & Conditions are subject to revision at any time without notice.