Conditions of Hire

1. Applications and Payment for Hires

1.1 Applications for hire must be made by individuals over the age of 18 and the person making the booking must be the Hirer. The Hirer may not sublet. Applications for use of the hall must be made using the appropriate application form with all the necessary information supplied. The period of hire must include any times when access is required to set up and take down equipment or arrange furniture etc. The hirer will be responsible for setting up and taking down equipment and furniture. Use of the hall is subject to confirmation of the hire from the Hall Committee and adherence to all these conditions plus any additional terms that the Hall Committee may impose to take account of the special nature of certain hires.

1.2 The Hall Committee reserves the right for a member of the Committee to attend during a hire to check confirmation of the booking and compliance with the conditions of let. Hirers must ensure that the named individual on the application form or a nominee notified in advance to the Hall Committee is present throughout the entire hire period.

1.3 A refundable £50 or £100 deposit may be required which will be returned to the Hirer within 28 days after the hire date unless a report indicates that the Hall was not left in an acceptable condition. In this case all or part of the deposit may be retained by the Hall Committee.

1.4 Full payment is required before a booking is considered confirmed. Full payment is required within 28 days of the hire date. Short notice bookings less than 28 days before the event must be paid in full immediately. Bookings will not be confirmed until payment has been received. Failure to make payment on time will result in cancellation of the booking and will normally result in future applications being declined.

1.5 Regular block-bookings can be made and invoices will be issued monthly in advance or as agreed with the Hirer. For any booked dates that are not subsequently used, a credit may be given at the discretion of the Hall Committee and subject to sufficient advance notice. A refundable deposit may be requested from new Regular users.

1.6 Regular bookings may only be made for up to one year ahead. Application to renew should be made at least one month before the end of the period so that both parties have time to review the arrangement. Renewal is not automatic.

1.7 Payment may only be made by BACS. Please cite the invoice reference number when making payment to ensure that payment is credited to the correct Hire. On receipt of payment, hirers will be given a receipt and a copy of their signed contract of hire.

1.8 Bookings may be cancelled up to 28 days prior to the event without penalty. Bookings cancelled less than 28 days before the event will incur 50% of the full hire cost. Cancellation at less than 48 hours notice. require the booking to be paid in full. Bookings that have not been cancelled, even though the event does not take place, will result in the full hire cost being levied. Further bookings will not be accepted until all outstanding payments have been received.

1.9 The Hall Committee will endeavour to ensure that the hall is ready for use but will not accept any responsibility for any breakdown, leakage or damage that cannot be repaired before or during a hire.

1.10 The Hall Committee reserves the right to refuse any application for use and to cancel a booking at any time but will only do so when it is considered necessary.

2. Statutory Requirements

2.1 Anyone hiring the hall is responsible for checking any statutory duties pertaining to the event or activity they are organising and must comply with any such statutory duties, for example in relation to child protection. Hirers should be aware that the whole church environs are a no smoking area at all times. Hirers should also be aware that the hall must be vacated by 11:00pm (or sooner if the letting period dictates) with no exceptions.

2.2 The hirer is responsible for obtaining and complying with any necessary consents, licences or permissions for the use of the hall including (but not limited to) premises licence and Performing Rights Society licence. The Hall Committee are entitled to require proof of any such consent, licence or permission at least 48 hours before the hiring. The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

3. Insurance

3.1 The Hall Committee holds public liability insurance via the Diocese; however, this is for Parish events only.

3.2 All hirers must hold their own public liability insurance as they are not covered under the Diocesan policy. Individuals may be covered under their personal household insurance, but need to check first and confirm to the booking manager that this is the case.

4. Security

4.1 Regular hirers may be issued with a Keypad Code which must not be shared with any other individuals. Unauthorised sharing of the Keypad Code will result in all future bookings being cancelled.

4.2 Hirers must ensure that all doors and windows are secure before leaving the premises. The cost of making good any damage or loss that occurs as a result of hirers failing to secure the premises will normally be re-charged.

5. Heating and Hot Water

5.1 At the start of a letting period, the hirer must switch on the hot water heater (located in cloakroom area) in order to supply hot water to the kitchen and toilet basins. The heater must be switched off at the end of the letting period. Failure to switch off the hot water heater may result in an additional charge being levied.

5.2 The hirer may adjust the heating thermostats during a let, provided the heating system is returned to its original setting at the end of the letting period. Failure to return the thermostats to their original settings may result in an additional charge being levied.

6. Supervision and Conduct of Users

6.1 The premises are located on a religious site and the Hall Committee expects respectful behaviour from all users, at all times. The hirer will be responsible for the conduct of all users during their period of hire. This will include providing appropriate and adequate supervision. Failure to ensure proper supervision or complaints about the conduct of users may result in further applications being refused.

6.2 The number of users must not exceed any limit imposed by the Hall Committee for particular hires and must never exceed the limit set by the Fire Master.

6.3 Emergency exits must be kept clear at all times and access to safety equipment such as fire extinguishers must be maintained.

6.4 If a member of a hire party is deemed to be under the influence of drugs or exhibiting drunken behaviour or is verbally or physically aggressive, they will be asked to leave the premises by a member of the Hall Committee. If they refuse, the police will be involved.

6.5 Children are only permitted in the kitchen area if fully supervised by an adult.

7. Use of Equipment

7.1 Approval from the Hall Committee must be sought for the use of any additional equipment during periods of hire. Any electrical equipment must have been PAT tested and certification of compliance with safety standards must be produced.

8. Damage

8.1 Any damage to the premises or to fittings, furniture and equipment arising during a period of hire must be notified to the Hall Committee immediately. Hirers will normally be held responsible for meeting the cost of repairing damage or replacing items that cannot be repaired.

8.2 Decorations are not to be fixed to any part of the hall. You must not make any alterations or additions to the premises nor install or attach any fixtures or placards, decorations or other articles in any way to any part of the premises without prior written approval from the Hall Committee. At our discretion, any alteration, fixture or fitting or attachment which we have approved may remain in the premises at the end of the hiring. Such items will become our property unless you remove them, and you must make good to our satisfaction any damage you cause to the premises by such removal.

9. Cleaning

9.1 The Hall Committee will ensure that the hall is in a clean and tidy condition prior to a period of hire. Hirers must ensure that the hall is left in a tidy condition after their use including the emptying of the toilet, cloakroom and kitchen bins and the removal of any rubbish that cannot be contained in the receptacles outside the hall front door. Any additional cleaning which the Hall Committee has to arrange as a result of the premises not being left clean and tidy will result in a charge of £15 per hour for the cleaning that is required plus the cost of any materials or equipment that have to be used.

10. Emergencies

10.1 In the event of an emergency, hirers must notify the emergency services immediately and contact a member of the Hall Committee as soon as possible.

10.2 The hirer will be advised of the whereabouts of first aid supplies. Any use of these supplies must be communicated to the Letting Agent so that they can be replenished.

11. Health and Safety

11.1 No article of an inflammable (e.g. candles) or explosive (e.g. fireworks) nature may be brought into the hall at any time and fireworks are expressly forbidden in the grounds at all times.

11.2 At the beginning of each and every session, the procedure in case of fire must be communicated to everyone in the hall. This information should include locations of fire exits, location of fire extinguishers, location of muster point and the need to keep fire exits clear at all times. No fire-fighting equipment is to be removed.

11.3 All visitors must observe the 'Private' signs for their own safety.

12. Parking

12.1 Parking is available on the Cross Hayes opposite the church.

12.2 Vehicles may park temporarily in the courtyard in front of the hall for unloading / loading purposes, however no vehicles are to be left parked in this area to ensure it is kept clear for emergency vehicles.

13. Data Protection

13.1 The Booking process is conducted electronically via web and email. Booking details are stored electronically in accordance with the relevant data protection legislation.