

MARSHFIELD CHURCH HALL

TERMS AND CONDITIONS OF HIRE 2026

(A copy of these conditions is on the Hall notice board for reference at the time of Hire)

Maximum Capacity:70

- 1. Insurance:** All users that charge participants either by membership or per session must provide their own Public Liability insurance. A copy of the certificate or a letter from the Insurance company must be provided to the Bookings Secretary at each renewal date.
- 2. Policies:** All users must read our 'Safeguarding Policy' and 'Equality and Diversity Policy' which can be found on the online booking system and on the Hall notice board.
- 3. Fire Exits:** There are two fire exits, one in the porch and one in the first kitchen. Access to these must be kept clear at all times. Please do not allow parking in front of the fire exit.
- 4. No smoking or vaping** anywhere in the Hall.
- 5. No animals** are allowed in the Hall without prior agreement with the Bookings Secretary, except for assistance dogs.
- 6. Kitchens:** all food is to be prepared in accordance with current food hygiene regulations and guidance which can be found at <https://www.food.gov.uk>. Kitchens are to be left clean. Please ensure that all crockery and cutlery is clean before putting away.
- 7. Children under 14** are not to be allowed in the two kitchen areas, unless supervised by an adult.
- 8. Fridge:** If you put food in the fridge, please record the temperature before and after use in the book provided. If the fridge is not at the correct temperature, please notify the Bookings Secretary.
- 9. To conform with food hygiene guidelines,** we do not provide tea towels, washing up sponges/brushes. Please provide your own.
- 10. Please take all waste home with you** and recycle as much as possible.
- 11. Tables, chairs and other equipment** belonging to the Hall are not to be removed from the Hall.
- 12. Sellotape and drawing pins** are to be used on noticeboards only; not into the woodwork or walls. **Hooks are provided** on the wooden dado rail if you wish to put up bunting or balloons.
- 13. All fitness equipment** is to be used on the floor or to be freestanding, not against the walls. Only soft balls can be used in the Hall. No Bouncy Castles. Protective covers for tables and floor must be used when doing messy crafting activities.



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- 14. Bicycles, scooters, skateboards, roller skates etc.** must be left outside the building.
- 15. Invoicing:** Regular users will be invoiced termly (3 times a year). Bookings cancelled less than 14 days before the hire booked will be invoiced. One-off hires will be invoiced, and must be paid, prior to the event.
- 16. Provision of storage for regular users:** Cupboard space is provided for materials essential to the user during the time of Hall hire. The contents are not covered by the Hall insurance. All user property to be contained within the cupboard.
- 17. Hall keys** held by regular users are to be used for access only during the time that the hall has been hired unless previously arranged with the booking secretary. Keys are not to be duplicated or lent to others. There will be a charge of £15 for replacement of lost keys as these can only be ordered from a specialist provider.
- 18. Code for the key safe** for a one-off hire will be emailed prior to the event.
- 19. Additional charges:** The Church Hall is to be left as found. Damage, additional cleaning, lights left on and taps not turned off will incur additional charges.

PLEASE CHECK THE FOLLOWING WHEN LEAVING THE HALL.

- A. Before Leaving ensure all kitchen taps are off, that lights are off on the stage, back room and kitchens.
- B. Ensure kettles are emptied, and unplugged, and everything is put away cleanly.
- C. That you have reset the heating to 15 degrees.
- D. All tables have been cleaned before putting away.
- E. Floor to be brushed before leaving (brooms in the back room) and the debris to be picked up with the dustpan and brush (under the sink).
- F. Ensure that toilets are flushed and clean and the area is tidy.
- G. Remove all waste and take home with you.
- H. Check double doors are secure.
- I. Please leave quietly for the sake of the Hall neighbours.



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