

ST JAMES CHURCH HALL, 66 BEAR STREET, NAYLAND

CONDITIONS FOR HIRE

Nayland and Wiston are privileged to have St James Church Hall as a community asset, and it is very important that it is treated with care and consideration. It is therefore essential to establish clear conditions for its hire and use in order to seek to ensure that it remains in a good state of repair to serve our community.

1. **Charges:** The hourly rate is £8 for residents and £16 for non-residents. An invoice will be raised within 1 month of the date of the hire and payments should be made by BACS (with details included on the invoice). Payment is expected within 2 weeks of the receipt of the invoice.
2. **Deposit for damage:** A deposit (of up to 50% of the hire costs) may be requested at the time of booking. This will be at the discretion of the booking secretary.
3. **Care of property:** The hirer is responsible to the Church and the booking secretary for the conduct of all people on the premises. The hirer will be responsible for any damage incurred and the Church accepts no responsibility for the loss or damage to any items brought onto the premises.
4. **Kitchen area:** The kitchen area is available for preparing drinks and serving food (including the use of the microwave for reheating precooked food). The area should be left in a clean and tidy state after use and all rubbish removed. An extra charge may be applied for cleaning if this is not observed.
5. **Smoking:** The Hall is a non-smoking area.
6. **Power:** Lighting is included within the hire charges, but the heating is operated by tokens and paid for separately (at £1.50 per token). Details for use are included on the hire charge document.
7. **Attaching items to walls:** Nothing shall be hung, pinned or stuck to the walls without advance permission from the booking secretary. Please use the hooks provided for any decorations and ensure the decorations are kept away from the heaters. No alterations to the lighting or internal fixtures in the Hall without advance permission from the booking secretary.
8. **Fire precautions:** The toilet and main entrance doors are to be kept clear for emergency exit at all times. There must be a clear passage either down the centre of the Hall or down both sides to the exit. To raise a fire alarm, turn left out of the front door and the fire station is 100 yards away on the opposite side of the road.
9. **On leaving the Hall:** The hirer is responsible for ensuring that the hall and all its equipment (including the kitchen area and its crockery and utensils) are left in a clean and tidy condition and all lighting is turned off. All brought in equipment and/or food items should be removed before the hall is locked up. The key should be returned to the key box and locked before leaving.

10. **Evening functions:** No function shall continue beyond 11:00pm without agreement from the booking secretary. Users are asked to show respect for the local residents at all times, particularly on leaving the hall at the end of the event.
11. **Alcohol licence:** The Hall is not licensed for the sale or supply of alcohol. Alcohol may be consumed in the Hall as long as it is not sold or included in the price of the ticket to the event. If alcohol is to be provided, the hirer would be responsible for obtaining a Temporary Event Notice (TEN) from Babergh District Council and informing the booking secretary in advance of the event. The hirer is additionally to ensure that alcohol is not consumed on the premises by anyone under the age of eighteen.
12. **Sale of goods:** If goods are expected to be sold, then this should be included in the application.
13. **Music and dancing:** A licence is not required, although please refer to item 10 above in respect of local residents (i.e. please keep the noise levels at a reasonable volume).
14. **Gambling:** The premises are not to be used for any form of gambling.
15. **Transferring and sub-letting:** The hirer shall not transfer or sub-let the hiring.
16. **Cancellation of Bookings:** If the hirer wishes to cancel the booking, then they should immediately notify the booking secretary. If the cancellation is within one week of the planned event, then a charge may still be levied. This will be at the discretion of the booking secretary.
17. **Refusal of Bookings:** The booking secretary reserves the right to refuse any booking, without having to provide a reason. The secretary can also cancel a hiring at any time and inform the hirer in writing. If hire charges have been paid, then these would be reimbursed in full for the event or events impacted. The hirer shall have no claim against the booking secretary in respect of the letting or on account of the consequences of the cancellation.

Updated March 2026