

St Andrew's Church Hall – Hall Booking Terms and Conditions



St Andrew's Church Hall, is a community space managed by a committee, including the St Andrew's Church Incumbent, the Hall Manager, the Hall Cleaner, the Hall Treasurer and others members.

Basic Information:

The Hall: **St Andrew's Church Hall, Kingston Road, Taunton, TA2 7SB.**

Main Contact: Hall Manager - Cherry Hingston

E-mail: hallstandrews45@gmail.com

Contact number: 07578395159

The Hall's premises includes a Main Hall, a meeting room called The Weston Room, a commercial kitchen, parking for seven vehicles and an outside green space. The driveway and lands are also shared with two separately managed organisations; St Andrew's Club and North Taunton Scout Group.

The Hall has the following documentation available on request: a Premises Licence, Public Liability Insurance, Health and Safety Policy, Risk Assessments, Safeguarding Policy and Data Protection Policy.

Purpose of this document – "Hall Booking Terms and Conditions":

The Hall is available to be hired; this is called a Hall Booking. To secure a hall booking, each hirer must fully read and understand the terms and conditions set out in this document AND in the affiliated document "Hall User Guidelines".

1. **Definition of Hall Hirer**

- a. The Hall Hirer is the responsible person making the Hall Booking, this person must be aged 21 years or older.
- b. The Hall Hirer may represent a business or organisation.
- c. The Hall Hirer is required to complete an online booking using the website <https://hallbookingonline.com/standrews/>
- d. The Hall Manager may complete a booking on behalf of the Hall Hirer if the booking is a repeat and therefore the details are replicated to a new booking.
- e. In all cases the Hall Hirer must ensure the booking details are all correct and information regarding the intent of the hire is accurate.
- f. A **private hirer** is defined as a member of the community hosting and responsible for a private event, such as and not limited to the following examples; a child or adult or family party, or a family gathering such as a wedding, christening, wake, etc.
- g. A **business hirer** is defined as a business, organisation or self-employed person, who are hiring the hall for an event or multiple events, in connection with their business, which are open to the public to attend, such as a fun day, or conference, or market, etc. The event may also be private or invite only.
- h. A **regular hirer** is defined as hiring the hall for a minimum of 1.5 hours weekly, for at least 38 weeks throughout the year.
- i. Any hirer responsible for an event which are open to the public are required to provide **Public Liability Insurance** and are advised to have a **Risk Assessment** available.
- j. The Hall Committee reserves the right to refuse any event, or from any persons under the age of 21 years, or from any groups with an unlawful or extremist background. An event which may contradict the Christian Faith needs to be approved by the Church Incumbent and therefore maybe declined by the Hall Committee.

2. **Online Booking Form**

- a. The Hall has a website <https://hallbookingonline.com/standrews/>. All events are shown on the hall's online calendar; therefore, all bookings are required to be made using the website's online booking form.
- b. All bookings are provisional until they are reviewed and approved by the Hall Manager. Further information may be reasonably requested from the Hall Hirer about the hirer, the event or the intent for the hire.
- c. The Hall Manager will response via e-mail to all provisional bookings within a reasonable timeframe. If the Hall Manager is happy to proceed with a booking, the Hall Hirer will receive the following documentation:
 - a. Hall Booking Terms and Conditions (this document)
 - b. Hall User Guidelines
- d. For **private hirer** bookings, the Hall Manager will approve a booking after the receipt of a non-refundable deposit (see below for **Hall Hire Payments**). By providing a non-refundable deposit the Hall Hirer is acknowledging that they have read, understood and agree to all the details in all the documents listed above.

- e. For **business hirer** bookings, the Hall Manager will approve a booking once Page 3 of this document has been signed by the Hall Hirer and returned to the Hall Manager.
- f. The Hall Hirer has **two weeks** to have their hall booking approved by the Hall Manager. The Hall Manager will prompt the Hall Hirer to request a response within 48 hours, after which the booking will be deleted.
- g. Once a booking has been approved the **Hall Hire Payments** and **Cancellation Terms** below apply.
- h. The Hall Hirer cannot transfer their booking to another person or business.

3. **Booking Payments and Hall Hire Charges**

- a. For **regular hirers** only: The Hall Manager will issue an invoice at the beginning of each month, for the full previous month's usage by the regular hirer. The balance is due by the end of the calendar month.
- b. For a **private hirer** booking, a non-refundable deposit of £20 is required; this payment must be received within two weeks from the Hall Manager's request, or immediately if the request falls within one calendar month of the hall hire date. Once received the booking will then be approved. Payment for the balance of the hall hire must be paid seven days in advance of the hall hire date.
- c. For a **business hirer** booking, following the return of this booking form, the booking will be approved and an invoice issued by the Hall Manager. Payment is requested in advance of the hall hire date, please see **Cancellation Terms** for further information.
- d. Refundable Damages Fee – The Hall Manager will attain for any evening events (or other events at their discretion) a £100 refundable fee against any potential damages, disruption or breach of the terms and conditions of hiring the hall. The Hall Committee reserves the right to retain some, or all, of this fee for charges which breaches the hall's terms and conditions, for any damages or losses, for extra cleaning or overrun of the period of hire. Otherwise, this fee will be returned 48-hours after the event.
- e. Hall Hirers must hire for the full duration which they are using the hall, allowing time for setting up and clearing down, therefore it is at the discretion of the Hall Manager to add any additional charges for time used beyond the agreed hire period.
- f. Any damages to the premises or its contents must be reported to the Hall Manager. The cost of these damages will be reviewed by the Hall Committee and discussed with the Hall Hirer to agree to a fair and reasonable payment from the Hall Hirer to cover the costs of the necessary repairs.
- g. Any Hall Hirers intending for the **sale of alcohol** at their event must ensure that they obtain a **Temporary Event Notice** and show evidence of a **Personal Licence** to sell alcohol. Evidence of this must be given to the Hall Manager two weeks before the start of the event.

4. **Cancellation Terms**

- a. Hall Hirers must inform the Hall Manager in writing via e-mail regarding any cancellations.
- b. For **private hirers** if the booking is cancelled by the hirer within seven days of the hall hire date the payments will be retained.
- c. For **business hirers** and **regular hirers**, you must inform the Hall Manager via e-mail regarding any cancellations at least **one calendar month** before the booking to ensure no charges will be applied. Any cancellations within this calendar month a 50% charge of the booking will apply.
- d. For any cancellations which involve exceptional circumstances, the Hall Hirer may offer an explanation and request a refund which will be considered by the Hall Manager, and then with the Hall Committee if required.
- e. The Hall Committee will provide at least one calendar month notice in the event of non-availability of the Hall, and any booking payments will be reimbursed. The Hall Committee cannot accept liability for losses occurred. Where possible the Hall Manager will do their best to rearrange the booking to a suitable date.
- f. The Hall Committee can terminate a hall hire at any time, in the event of a complaint, noise or nuisance, or any serious breach of this Hire Agreement, or if the Hall Hirer has misled the Hall Manager regarding the nature of the event. In these situations, termination will be immediate and without compensation.
- g. In unforeseen circumstances, or force majeure, beyond the Hall Committee's control, examples include, but are not limited to; a community disaster, vandalism, fire, or severe weather damage, etc. may result in the immediate closure of the hall. The Hall Committee cannot accept liabilities of losses occurred.

- 5. **Privacy Statement** - St Andrew's Church Hall will collect personal information from the Hall Hirer, including their full name, telephone number, e-mail and postal address; for the purposes of fulfilling a hall booking. This information is securely stored on the Hall's online calendar, the Hall Manager's e-mail account and this document. This data is only accessed by Hall staff (Manager, Cleaner, Treasurer). St Andrew's Church Hall will keep this information for the purposes of hall bookings, requesting feedback, and sharing an occasional newsletter. It will not be shared in anyway. Following the hall hire date, this data will be removed from all sources after 18 months.

Hall Hirer Booking Details for Business or Regular Hirers

(The details below will be completed by the Hall Manager. For Private Hirers all booking details are obtained using the online booking form and confirmed via e-mail, therefore this page does not need completing).

Hall Hirer name:		Contact number:	
Business name:		Contact e-mail:	
Event name:		Event day/date:	
Event description:		Start/end times:	
Room(s) being hired:	Whole Premises / Main Hall / Weston Room / Kitchen (via WR)	Hourly Charge*:	£28ph / £22ph / £14ph / £20ph
Total Hire Charge:		Any Notes:	
Invoice address:		Invoice e-mail:	

*The Hourly Charge is reviewed annually, at the beginning of each new year, by the Hall Committee. Therefore, Regular Hirer's be aware that your hourly charge may change, updates will be given in written e-mails.

Please include the details of the Hall User responsible if the Hall Hirer will not be present:

Hall user name:		Contact number:	
Hall user role:		Contact e-mail:	

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Hall Hirers must ensure that their responsible Hall User(s) are provided with the **Hall User Guidelines** document.

For Regular Hirers: please confirm the day(s) and time(s) below:

Event Name	
Hire Day	
Hire Time	

Event Name	
Hire Day	
Hire Time	

£100 Refundable Damages Fee Receipt (if applicable)

For evening hires or other event when the Refundable Damages Fee applies:

Obtained date:		Returned on:	
Signed Hall Manager:		Signed Hall Hirer:	

I, the Hall Hirer, undersigned, accept and abide by the conditions in these terms and conditions:

PRINT NAME	SIGNATURE	DATE

This Hire Agreement has been written by the Hall Manager and approved by the Hall Committee.

Signed by the Hall Manager, on behalf of the Hall Committee.



Cherry Hingston

Last updated: 26th May 2026