St Chad's Church Hall

The Leasowe, Lichfield WS13 7HD

Terms and Conditions for Regular Hall Hire

1. The Church Hall is let at the discretion of the Church Hall Manager on behalf of the PCC of St Chad's Church Lichfield. The right to refuse or cancel a booking is reserved. If the regular booking has been in place for more than one month, a month's notice should be given for permanent cancellation on either side.
2. The hirer of the hall is responsible for any property brought to the hall and St Chad's PCC take no responsibility for damage to or loss of any property, or for illness or injury to persons attending.
3. Noise levels must be kept to an appropriate level for the residential area around the Hall. If the noise is excessive, we retain the right to terminate the hire immediately without recompense.
4. The hirer must be at least 21 years old and must be present for the entire period of the hire. During that time they are responsible for the supervision of the premises, its fabric and contents, their care, safety from damage and the behaviour of all persons using the premises.
5. Regular hirers may store equipment at the Hall if they have been allocated a named storage space. The group may not leave equipment in other areas of the Hall.
6. The hirer must not: interfere with heating controls, admit more persons than the maximum stated on the booking form, allow flyposting of events to be held in the hall, use, or allow to be used any real flames, hooks, screws, pins or tape, un-fireproofed scenery or drapes or balloons filled with inflammable gas.
7. The fire exits must be kept clear at all times. Fire extinguishers must remain accessible and not be misused.
8. Any damage to the hall or the fixtures or fittings during your period of hire is the responsibility of the hirer and will be charged to them.
9. The Hall shall be left in a clean and tidy condition, in particular:
    a) All floors swept and and spillages cleaned, including the toilets
    b) Wash and put away all crockery and cutlery
    c) Clean and sanitise all tables and work surfaces
    d) Remove all items brought to the hall
    e) Switch off all lights and taps
    f) Close all windows, internal and external doors
    g) Stack all tables and chairs
10. Alcohol must not be *sold* on the premises.
11. Alcohol must not be consumed by anyone under the legal age.
12. The Rules and Conditions of any local authority licence must be observed in full.
13. Regular bookers must have their own public liability insurance. A copy of the certificate of insurance should be emailed to the Hall Manager on initial booking and annually thereafter.
14. Dates for regular bookings should be made in advance and kept up to date on https://hallbookingonline.com/stchads/ . The first month will be charged at the time of initial booking and thereafter invoiced at the end of each month. Bookings may be cancelled free of charge if at least 14 days notice is given. Bookings made but not used or cancelled with less than 14 days notice will be charged at the full rate.
15. You are allocated 15 minutes set up and set down time either side of your booking.

16. A key deposit will be taken for each key issued and returned in full at such time as the booking is completed and the key is returned.

By signing this agreement you are confirming that you agree with the terms and conditions and to us holding and managing your data for the purpose of handling and managing your booking .

Name of Hirer:

Group /Activity:

Contact Email:

Contact Phone Number:

Signature:

Date: