St Chad's Church Hall

The Leasowe, Lichfield WS13 7HD

Terms and Conditions for One off 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.
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. 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.
6. The fire exits must be kept clear at all times. Fire extinguishers must remain accessible and not be misused.
7. 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.
8. 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 ights and taps
    f) Close all windows, internal and external doors
    g) Stack all tables and chairs
9. Alcohol must not be *sold* on the premises unless the correct licence has been bought. Alcohol must not be consumed by anyone under the legal age.
10. The Rules and Conditions of any local authority licence must be observed in full.
11. The Church Hall insurance does not provide hirers with public liability insurance. Hirers will need to arrange their own public liability insurance and present a copy to the Hall Manager.
12. The fee for hiring the hall must be paid at least 48 hours before the time of the booking by BACs unless an alternative arrangement has been agreed with the Hall Manager.

These terms and conditions are to be used in conjunction with the booking form.