# St Francis of Assisi Church, Terriers

## Church Hall Hire Agreement & Terms and Conditions

### Welcome

Thank you for choosing St Francis of Assisi Church Hall. Our hall is a welcoming, well-maintained community space for community groups, meetings, children's parties, celebrations and other suitable events. By confirming your booking, you agree to comply with the following Terms and Conditions.

### Hall Information

- Maximum capacity: 100 people.
- Access is only permitted during your booked hire period.
- Please allow sufficient time for setting up and clearing away.
- The premises must be vacated by 10.30 pm Monday to Saturday.

### Responsibilities of the Hirer

- The hirer is responsible for all guests during the hire period.
- The hall must only be used for the agreed purpose.
- Health and Safety requirements must be observed at all times. Bouncy Castles and other inflatable toys are not allowed as these are not covered by our insurance.

### Liability

The Parochial Church Council (PCC) accepts no responsibility for the loss of or damage to personal belongings, equipment or vehicles brought onto the premises. All property is left entirely at the owner's risk. The back garden and courtyard are not included in the hall hire and must not be used unless prior written permission has been granted.

### Fire Safety

Fire extinguishers are provided for emergency use only. Misuse will result in the hirer being charged for replacement, servicing and associated costs. In an emergency, leave the building immediately via the nearest exit and assemble in the church car park.

### Decorations

- Only Blu Tack may be used for lightweight decorations.
- Do not use Sellotape, masking tape, drawing pins, nails or screws.
- Confetti and glitter are not permitted.
- Damage caused by decorations may be deducted from the deposit.

## Kitchen Facilities

The kitchen includes crockery, cutlery, kettles, microwave, fridge and cooker. Food may be reheated but not cooked from raw on the premises. Please leave the kitchen clean and tidy.

## Alcohol

Alcohol may be brought for private functions only. The hall is not licensed for the sale of alcohol.

## First Aid

A first aid kit and Accident Book are located in the kitchen. Please report all accidents and notify the Church Office if first aid supplies are used.

## Cleaning & Waste

- Leave the hall, kitchen and toilets clean and tidy.
- Return all tables, chairs and equipment to their storage areas.
- Remove all rubbish, food waste and recycling from the premises.
- Church bins and neighbouring residents' bins must not be used.
- Additional cleaning or waste removal may be deducted from the security deposit.

## Noise

- Please respect our neighbours.
- Music must be kept at a reasonable level.
- All music must finish in time for everyone to leave by 10.30 pm.
- Please leave the premises quietly.

## Parking

Vehicles are parked at the owner's risk. If the car park is full, please park considerately without blocking driveways or emergency access.

## Access

Access instructions and entry codes will be provided before your booking. Please do not share access codes.

## Before Leaving

- Wash, dry and put away all crockery and cutlery.
- Clean worktops and sinks.
- Sweep floors and wipe up spills.
- Switch off cooker, lights and kettles.
- Close and secure windows and fire exits.
- Remove all rubbish.
- Return keys to the key safe and secure the gates if applicable.
- Ensure everyone has left the building by 10.30 pm.

## Sunday Hire

On Sundays, the Hall must be vacated by 8.00 pm to allow preparation for church activities. We recommend that your event finishes by 7.30 pm to allow sufficient time for clearing and tidying.

## Before Leaving

Please leave the hall in the same clean and tidy condition in which you found it. Any additional cleaning beyond the normal standard required as a result of your hire may be deducted from the security deposit.

- Tables are returned to the storage area.
- Chairs are neatly stacked in the storage area.
- The floor is swept and any spills are cleaned. Cleaning equipment is stored in the storage room.
- Crockery and cutlery are washed, dried and returned to the cupboards.
- Kitchen worktops and sinks are cleaned using the surface cleaner provided.
- Cooker is switched off.
- All lights are switched off, including those in the toilets.
- Windows and fire exits are closed and secured.
- All rubbish has been removed from the premises.
- Keys are returned to the key safe and any gates secured, where applicable.

## Cancellations

Bookings cancelled less than two weeks before the event may result in all or part of the security deposit being retained at the discretion of the Trustees.

## Declaration

By signing below, you confirm that you have read, understood and agree to comply with these Terms and Conditions.

Hirer: _____

Signature: _____ Date: _____

Authorised on behalf of St Francis of Assisi Church

Signature: _____ Date: _____

## Contact Details

St Francis of Assisi Church, Terriers Amersham Road, High Wycombe HP13 5AB

Registered Charity No. 1155035 Emergency Contact: Rev Azita Jabbari 07359 916939