



BOOKING AGREEMENT

By proceeding with your booking, you are deemed to have accepted the following terms and conditions for the hire of the hall.

TERMS & CONDITIONS OF HIRE

The Hirer shall be responsible during the period of hire for:

- Ensuring that the premises are safe for the purpose for which they intend to use them.
- Ensuring that the Premises are kept secure for the duration of the hire
- Supervision of the use of the Premises and the care of its fabric and contents
- Ensuring that the Premises (including foyer, kitchen, kitchen appliances and toilets as appropriate) are left clean and tidy with rubbish removed from the site at the end of the hire. **Please take all food and packaging waste away from the premises when you leave.**
- Ensuring that all equipment, chairs, and tables have been returned to their storage positions safely, the Premises are cleared of people, all lights switched off, and the building secured, except for any facilities or room or public area still in use.
- Ensuring that any temporary fittings and fixtures comply with Health and Safety guidance, and ensuring that any decorations used are not a fire hazard
- Ensuring that the “Emergency Exit” signs are kept illuminated
- Ensuring that any equipment or electrical appliances brought onto the Premises and used there shall be certified safe and in good working order, and used in a safe manner
- Ensuring that no Barbeques, LPG appliances or highly flammable substances are brought onto the Premises

- Ensuring that no animals (including birds), except assistance dogs are brought into the building.
- The use of bouncy castles, inflatable play equipment or similar items is strictly forbidden in the church hall or on any surrounding premises or grounds.

St Francis of Assisi Church, Terriers | Amersham Rd, High
Wycombe HP13 5AB |
www.terrierschurch.org.uk Reg.
Charity No. 1155035.

- Ensuring that they and their attendees recognise the fact that the Premises are situated in a residential neighbourhood and conduct themselves accordingly by, for example, taking care not to slam car doors, especially late at night, and not playing music or making other sounds at inappropriate levels. All music is to finish by 10.00pm in consideration of neighbouring properties.
-
- **SUNDAY BOOKINGS** the hall must be vacated by 9.30pm at the latest.
- Ensuring that the maximum capacity of **100** is not exceeded
- Ensuring that there is no smoking in the Premises, in the garden area or in the vicinity of the entrances.
- Ensuring any accidents are reported to the Hall Manager.

Please note: Vehicles are parked at owner's risk. The space at the side of the hall is reserved for disabled users but may be used temporarily for unloading.

By making a booking, you are deemed to comply with our Safeguarding Policy, a full copy of which is attached to the notice board at the front door.

- Please note we may retain your deposit as a cancellation fee if you cancel a booking less than 7 days prior to the booked event. This will be determined by our Trustees on a case by case basis.

In case of emergency only, please contact Rev Azita Jabbari on 07359 916939