



## **Terms and Conditions of Hire of Rooms and Halls at Eastbourne Parish Church, St Mary the Virgin.**

**Please ensure you read the following terms and conditions prior to booking. It is agreed that if you place a booking, you are accepting the terms and conditions**

**Booking:** All bookings for the Rooms or Halls at St Mary the Virgin must be made through the online bookings system: <https://hallbookingonline.com/stmaryseastbourne/> Bookings will be reviewed and confirmed by our administrator, and you will then receive email confirmation of your booking. Please ensure you can access this email, if required to do so.

**Occupancy:** The maximum occupancy numbers must not be exceeded. These numbers are shown on the table below.

ROOM	SEATED NUMBER	STANDING NUMBER	LECTURE NUMBER
Old Parsonage	70 (at tables) 35 mixed occupancy & dance	100	100
Downstairs Barn	20 (at tables)	30	30 (audience style)
Upstairs Barn	16 at large table + 8 at small tables	N/A	N/A

**Keys:** Keys for access to the relevant building / hall, should be collected from the Parish office prior to your event. The office is open between 09:00 and 13:00, Monday to Friday. Keys should be returned by posting them in the letter box to the side of the lower door to the Old Parsonage.

**Safety:**

**Fire Precautions:** Please ensure you read and follow the Fire Precautions displayed in each venue.

**First Aid Boxes:** Can be found in the kitchen areas

**Defibrillator:** The nearest defibrillator's are at Waitrose, St Mary's Court or Motcombe Lawn Bowls Club. Exact locations can be found by using <https://www.defibfinder.uk/>

**Safeguarding:** You are required to ensure that children and vulnerable adults are protected at all times by taking all reasonable steps to prevent the occurrence of injury, loss, damage or harm. The Hirer must provide appropriate supervision. Before the commencement of the hire the hirer shall supply the Council with its Children and Young Persons Safeguarding Policy Statement and/or that in relation to vulnerable adults for approval by the Council's Safeguarding Officer. In the event that the hirer's Safeguarding Policy is not acceptable to the Council, or it has not adopted a Safeguarding Policy, then the Hirer's use of the Premises shall be subject to its observance of the Parochial Church Council's Safeguarding Policy, a copy of

which can be found on the booking site. On making a booking, The Hirer or its authorised representative will be agreeing to abide by (a) The Parish Policy on the Safeguarding of Adults and (b) The Child Protection Policy Statement.

**Insurance:** The Hirer must effect and throughout the period of the hire keep in force a policy of insurance with a reputable insurance company to cover all claims against the Hirer (or the organisation if the Hirer is acting as representative) arising from the exercise of the hire in respect of any claim for bodily injury or disease or damage to property and must make available to the Council or its representatives on reasonable demand a copy of the policy or a summary of its terms and a copy of the current premium receipt. The Hirer must report all accidents involving injury to the public to a member of the Council as soon as possible. Any failure of equipment either belonging to the premises or brought by the Hirer must be reported as soon as possible by emailing the office [stmaryseastbourne@outlook.com](mailto:stmaryseastbourne@outlook.com). Please note that certain types of accident and injury must be reported on a special form supplied by the local authority in accordance with the Executive Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

**Kitchen:** Those using the kitchen for cooking or food preparation must ensure:  
That they know how to use the fire blanket safely.  
That, prior to the commencement of the hire, they undergo a short training session in the use of the appliances and equipment in the kitchen.  
They keep the kitchen cupboards, work surfaces, stove, oven, other appliances and utensils clean and hygienic.  
That they know the statutory food health and hygiene regulations, which must be observed.  
That children must not be allowed in the kitchen whilst any cooking or food preparation is in progress and, where children are in the Hall, the door to the kitchen is kept closed.

**No Smoking :** It is a legal requirement that a “No Smoking” policy is fully enforced at all times. Vaping and smoking are allowed in designated spaces outside of the property.

**Legal Restrictions:** These are not licensed premises, no betting or gambling is allowed and no alcohol can be sold thereon. Should the Hirer wish to bring drinks on to the premises for private and moderate consumption, written notice of this is to be provided at the time of booking.

The Hirer undertakes to satisfy any requirements under performing rights for the performing or playing of live or recorded music. Any Hirer who intends to play music or have a live band agrees to inform the Council in writing at the time of booking. The Hirer undertakes to ensure that all noise is kept to a level such that neighbours of the church premises are not unduly disturbed. The Hirer agrees in any event to terminate all loud noise on the premises at 10.00 p.m.

The Hirer shall comply with all conditions and requirements, including, but not limited to regulations made in respect of the premises by the Fire Authority, Local Authority, the Magistrate’s Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment and shall ensure that such events shall not involve the infringement of any copyrights or performing rights.

**Electrical Appliances:** The Hirer shall ensure that the Council is notified if any electrical appliances are intended to be brought by them to the Hall and used there and permission for their use must firstly be obtained from the Council. They must be suitable for use, safe and in good working order, and used in a safe manner.

**Parking:** The hire of the premises does not include the use of parking facilities. The Council reserves the right to ask for any cars related to this hiring to be removed or prevented from parking on site due to funeral or other concurrent or overlapping activities on site.

**Post Hire:** The Hirer must keep the premises clean and tidy and clear of rubbish during and arising from the exercise of the hire. The Hirer shall be responsible for cleaning up any mess or spillage caused as a result of the Hirer's use of the premises, washing up, drying and putting away any crockery, cutlery or other kitchen equipment or utensils, sweeping the floor and tidying away all equipment and furniture, to its designated place by the end of the hire period, as per the reference photographs published in the room details documents.

The Hirer shall reimburse the Parochial Church Council for any loss, damage or breakages to the Hall, its fixtures, fittings, consumables, furniture or other Church property. At the end of the period of hire, all sinks and toilets shall be left clean. The Hirer may be invoiced for any excessive cleaning required to reinstate the hall to useable condition.

**Damage:** Immediately upon the occurrence of any damage to the premises or any installations or other property of any kind on it, or injury to any person on the Premises, in any way attributable to the exercise or purported exercise of the hire, the Hirer must make good the same or pay to the Council or the person injured full compensation in money for such damage and indemnify the Council from and against all claims arising from any such matters. The Council will not in any circumstances accept liability for loss or damage to the property of the Hirer its invitees and licensees.

**Exit Checklist:**

1. Furniture left tidy and as found.
2. Electrical equipment switched off and unplugged where appropriate.
3. Kitchen clean and tidy.
4. Toilets left tidy.
5. Floors swept, if food has been provided, and the floor left clear.
6. Windows securely shut.
7. Hirers equipment removed.
8. All rubbish removed from site.
9. All lights turned off.
10. All doors locked and keys posted into Letterbox

**Other Terms and Conditions:**

1. In the case of regular bookings the Hirer may terminate this agreement giving one month's notice at any time.
2. The Council reserves the right to refuse a booking without notice or to cancel this hiring agreement at any time either before or during the term of the agreement upon giving seven day's notice in writing to the hirer.

3.The Hirer or the authorised representative on behalf of the Hirer agrees with the Council to be present during the hiring and to perform the provisions and stipulations contained or referred to herein.

4.The Council may terminate this agreement without notice at any time in the event of a major breach (e.g. a non-payment of the hire charge) or repeated minor breaches of any of the terms of this agreement and the conditions attached. The Council shall decide what shall constitute a major or a minor breach. In the event that the agreement is terminated under this paragraph, the Council shall refund to the Hirer hire charges for any unused period of hire except that it may withhold any sums in respect of loss or damage to the Council's property occasioned during a period of hire by the Hirer.

5.The Council reserves to itself the right to use the Hall whenever it deems necessary. The Hall will not be available to the Hirer when the Hall is required for one-off Church events. As much notice as possible of non-availability shall be given by the Church to the Hirer. There will be no reduction in hire charge in consequence of such non-availability.

6.The Hirer shall ensure that no animals (including birds) except assistance dogs are brought upon the premises without the permission of the Council and no animals whatsoever are to enter the kitchen at any time.

7.The Hirer shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises and shall indemnify the Council against all actions, claims and proceedings arising from any breach of this condition as failure to observe it may lead to prosecution by the local authority.

8.The Hirer must not sub-licence the whole or any part of the Premises, the hiring being personal to the Hirer and only to be exercised by the Hirer or persons directly under the control of the Hirer.

9.The Hirer must not do anything on the premises nor carry out the purpose of its hire in such a way as to cause a nuisance, annoyance or disturbance, injury or damage to the Council, other persons using the Premises and all neighbouring premises

10.The Hirer must not do or omit to do anything that could cause any insurance policy on or in relation to the Premises held by the Council to become wholly or partly void or voidable or do or omit to do anything by reason of which additional insurance premiums may become payable

11.In the event of the premises being rendered unfit for use by the Hirer the Council shall be under no liability for any resulting loss or damage whatsoever.

12.Nothing in this hiring agreement is intended to confer any benefit on any person who is not a party to it.

**Contact:** If you have any questions, please feel free to contact the Parish Coordinator, Helen Wilson, preferably by email at [stmaryseastbourne@outlook.com](mailto:stmaryseastbourne@outlook.com) or on 01323 725722.