



St Michael with St Mary

The Schoolroom at St Mary's, Childwickbury, AL3 6JJ Terms and Conditions of Hire

The hire of The School Room is arranged on behalf of St Michael's Parochial Church Council (PCC) and is subject to the following Terms and Conditions. In signing the accompanying booking form, you agree to abide by the Terms and Conditions as described in this document. The PCC agrees only to provide those facilities and services detailed in writing on the booking form.

CONDITIONS OF HIRE

1. The PCC reserves the right to cancel or refuse a booking without a reason being stated. Ecclesiastical demands have an overriding priority such that, whilst these are usually planned well in advance, there may be rare occasions when it is necessary to cancel a hiring at short notice. In these circumstances all hire charges paid will be refunded.
2. Parish buildings are open to all sections of the community as long as the proposed use is compatible with the values of the Church of England and are not used by those who unfairly discriminate.
3. The person signing the Booking Form shall be known as 'The Hirer'.
4. The Hirer must not use the premises for anything other than that stated on the booking form. Sub-letting or other transfer of the booking is strictly prohibited.
5. Use of the church is NOT included in the hire of the School Room.
6. The Hirer (or nominated adult, whose name and address must be provided to the Hall Administrator prior to the event) must be present during the whole period of the booking.
7. The Hirer is responsible for the safety and conduct of attendees, the security of the hall and its contents during the period of hire.
8. The maximum number of people using the Schoolroom shall not exceed thirty (30). The maximum number of people using the Enclosed Garden should not exceed thirty (30).
9. The Enclosed Garden can only be hired with the School Room as a package and must not be used if not booked.
10. Your start time is when you arrive at the venue, your finish time is when you leave the venue. All set up and clear up time must be allowed within this time period.
11. The Hirer is responsible for any damage that may be done to the structure, fabric, furniture and fittings during or in consequence of the hiring. In the event of any such damage, the PCC may make it good and the Hirer, by the acceptance of the hiring subject to these conditions, shall be deemed to have undertaken to pay the cost of any such repair.
12. The Hirer must report any damage to the Hall Administrator within 3 working days.
13. All of the property brought on site by the Hirer must be removed at the end of the hire period.
14. In order to preserve the interior of the hall, no additional fixings (eg. tacks, blu tack or tape) can be used. All decorations must be removed from the site at the end of the booking.
15. The Hirer must accept full responsibility for ensuring that the premises are left in a clean and tidy condition at the end of the hire period. Tables must be wiped down and any furniture moved must be returned to its original position. Any outside space used must be left tidy and free of any waste and waste bags.
16. Out of respect to local residents, all one off events must cease, and guests/hirers have left the site by 7.00pm.
17. The Hirer must ensure that they bring sufficient black bags for any waste generated during their event, we do not have bin/waste facilities at the School Room, please take all rubbish away with you at the end of the booking period.
18. All toilets must be flushed and left in a clean and tidy manner for the next hirer.
19. All nappies and wipes must be removed from the building; disposal of them onsite is not permitted.
20. The Hirer is responsible for leaving the premises in a secure manner by ensuring that all windows are shut, lights are switched off, and doors are locked.
21. Smoking or Vaping is not permitted in any part of the building or the car park.
22. Bouncy castles and soft play are not permitted anywhere on the premises, inside or outside.
23. Fireworks are not allowed on any part of the premises.
24. Barbeques and naked flames (with the exception of cake candles) are not permitted on any part of the premises.
25. Camping is not allowed in the Enclosed Garden, nor anywhere else on the site.
26. No animals are permitted on site, except guide dogs.

27. **Alcohol:** The premises are not licensed. Permission to consume alcohol must be requested at the time of booking. If alcohol is to be sold during the hire period or is included in a ticket price, a Temporary Event Notice (TEN) will need to be obtained. The Hall Administrator will advise if the Parish quota can accommodate this request. If granted, it is the responsibility of the Hirer to obtain a TEN from the local Council and to provide a copy to the Hall Administrator before the event takes place. A copy must also be displayed at the event. Any waste including bottles, cans and glasses must be removed off site by the hirer.
28. The PCC accepts no responsibility for illness, accident, injury or death to any person resulting from their own negligence or negligence of the Hirer, or for damage, loss or theft of any property belonging to the Hirer or to other persons attending the premises during the hire period. The Hirer undertakes to indemnify the PCC and to keep it indemnified in receipt of any liability to third parties or otherwise arising out of their use of the complex.
29. Regular hiring groups, that need appropriate Public Liability Insurance for their activities - this should include a minimum underwriting of £2,000,000 - must provide a copy of the Insurance Certificate to the Hall Administrator on an annual basis.
30. With the exception of pre-existing arrangements, the PCC is not able to store any hirers' property as the PCC Contents Insurance does not cover any equipment brought onto the site by hirers. All equipment and materials, which should be covered in the Hirer's own insurance, if appropriate, must be brought by the Hirer on each visit and removed at the end of the hire period.
31. The onsite car park is only available for the duration of the booking. Cars are parked entirely at the owner's risk – the PCC accepts no responsibility for their safety and security. Additional parking is available on the surrounding roads, please be considerate to the local residents and park responsibly.
32. Overnight unauthorised stopping in the car park is a trespass offence and subject to prosecution.
33. Access is by means of a four-digit code given by the Hall Administrator prior to the event, only when receipt of the full balance has been received.
34. Please do not arrive early, access cannot be allowed due to Safeguarding any residing hirers.

CHARGES AND DEPOSITS:

35. Charges shown are for the hour but, where required, a half hour charge can be included in the booking.
36. The minimum booking period is one hour.
37. To secure the date/time, full hire payment is due when booking is made. We do not accept cash.
38. Failure to comply with any of the terms and conditions may result in contact from the Treasurer to discuss further payment to cover the cost of the damage incurred.

CANCELLATION POLICY:

39. If you have to cancel your booking:
40. Within two weeks prior to use of the venue: No refund will be given
41. Two weeks - one month prior to use of venue: 50% of hire amount will be refunded
42. Over one month prior to use of venue: 100% of hire amount will be refunded
43. Refunds will be processed within 15 working days.
44. There are no charges for rescheduling dates.

45. All hirers are responsible for the safeguarding of children and vulnerable adults during their use of the hall. Please see our safeguarding policy on the website.