



CONDITIONS OF HIRE AND INFORMATION FOR HIRERS ST MICHAEL'S PARISH HALL, ALNWICK

Updated as at May 2026

The Parish Hall is operated by the Parochial Church Council of St Michael and St Paul, Alnwick (Registered Charity 1131297) referred to as “the PCC”.

General

- The hall may be booked for recurring or single lettings. Hall hire is generally charged by the hour (see website for charges).
- Hirers must be aged 18 years or over. The Hirer agrees that all persons under the age of 18 years will be supervised.
- All Hirers charging a fee for attendance at or participation in any activity in the hall organised by them must hold their own relevant Public Liability Insurance to validate their booking. Evidence of such insurance must be provided to the PCC upon request.
- No responsibility whatsoever is taken for any personal items left on the premises or any damage caused by those items to the premises or any misuse of them by others.
- The premises must be left clean, dry and in good repair, including the toilets, and the kitchen and kitchen equipment where used. If not, then the Hirer will be charged for cleaning at the rate of £15 per hour.
- Any breakages incurred will be charged to the Hirer or deducted from the deposit.
- Hirers will be contacted separately regarding access to the hall.
- The hall is managed by the Operations Manager, who works part-time, and they may not be available to answer questions on the day of your event, although we will help as much as possible.

Deposits and charges

- Booking invoices must be paid within 14 days from the date of invoice
- Regular Hirers will be invoiced on a monthly basis in arrears and payment terms are 14 days from the date of invoice.

Cancellations

- Hirers may cancel bookings by giving at least 7 days' notice.



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- If a Hirer cancels a booking with at least 7 days' notice being given, the hiring charge will be refunded or not charged. Cancellations made with less than 7 days' notice are liable to a payment of the whole hiring charge.
- The PCC reserves the right to cancel any booking by giving notice in writing and returning the hiring charge, should the purpose of hiring the hall be in any way improper or unauthorised, or should the building be required as a Polling Station, or in a case of force majeure. The PCC shall not be liable to pay to the Hirer any money or loss incurred by the cancellation.

Safeguarding

- Hirers are responsible for the safeguarding and wellbeing of all those attending their events.
- All Hirers of St Michael's Parish Hall are required to comply with the PCC's Safeguarding Code of Practice, a copy of which is available on the church website and on the hall noticeboards.
- Any Hirer running regular events, during which they are responsible for children or vulnerable adults, must have their own safeguarding policy in place as well as adhering to the PCC's own Safeguarding Code of Practice. The Hirer must provide a copy of their safeguarding policy at the time the booking is accepted.
- Leaders of these regular events must hold an appropriate level of DBS certificate and must show it to an officer of the PCC if requested.

Fire Precautions

- Hirers must make themselves familiar with the location of the fire extinguishers and the instructions for use, emergency exits, and the importance of fire doors being kept clear at all times.
- Hirers will be responsible for informing all those using the hall of the position of the emergency exits.
- Hirers must also familiarise themselves with the instructions on what to do in case of fire. Instructions are displayed on notices in the hall.
- Due to the potential fire risk, no live flames such as candles are allowed in the hall. LED candles are an attractive and safe alternative.

General Hiring conditions



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- Responsibility for the premises and the key rests with the Hirer during the period of access to the hall.
- The hire period must include set-up and clear-up times. The premises must not be accessed outside of the agreed hire period and must be vacated promptly at the end of the hire.
- The PCC reserves the right to enter the hall at any time during an event. If it has reason to believe there may be a problem, it may impose further conditions on the spot or curtail the event as it considers necessary for the welfare of guests or the safety of the building or the impropriety of use.
- The Hirer is not permitted to carry out any gambling activities in the hall.
- The sale of alcohol by the Hirer in the hall is not permitted without the prior approval of the PCC (which it can withhold for any reason) and the Hirer first obtaining a Temporary Event Notice from the Local Authority.
- For access to the hall, the key is stored in the box to the right of the main entrance door. The code for the box is included in the booking confirmation email.
- As car parking in the area is limited, please park neatly and ensure our neighbours our allowed access.
- It is the responsibility of the individual Hirers to ensure that they are aware of the Health & Safety at Work Act 1974 and to take reasonable precautions to ensure that their activities are carried out in a responsible way. Responsibility for the use and safety of electrical equipment brought onto the premises by the Hirer rests entirely with the Hirer.
- Under the Food Safety Act 1990, it is the responsibility of persons providing food for any event held in the hall to ensure that they are aware of and abide by the legal requirements. The PCC is not responsible for any food brought into the hall.

Use of The Screen Policy

- The Parish Hall provides a wall-mounted display screen for use in connection with presentations, meetings, and pre-prepared content only.

Permitted Use

- The screen may be used for:
 - Presentations (e.g. PowerPoint, slides, training materials)
 - Display of pre-recorded videos or content brought in by the hirer
 - Video conferencing (e.g. Zoom, Teams)



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- All content must be appropriate for a community setting and in keeping with the values of the Parish Hall.

Prohibited Use

- The screen must not be used for:
 - Watching or streaming live television broadcasts
 - Viewing content via services that would require a TV licence (e.g. live broadcasts on BBC iPlayer or similar platforms)
 - Any illegal, offensive, or inappropriate material
 - Public screenings of films or broadcasts where the appropriate licence has not been obtained (e.g. copyright-protected material)

Licensing Responsibility

- Hirers are responsible for ensuring that their use of the screen complies with all applicable laws, including (but not limited to) TV licensing and copyright regulations.
- If a hirer intends to show any film, broadcast, or other protected content, they must obtain the appropriate licences in advance and provide evidence if requested.

Equipment Use & Responsibility

- The screen must only be used with the provided connections and must not be tampered with, repositioned, or removed.
- Hirers must not install apps, log into personal accounts on connected devices, or connect unauthorised equipment without prior permission.
- Any damage caused to the screen or associated equipment will be charged to the hirer.

Safeguarding & Suitability

- Content displayed must be suitable for a mixed-age, community environment.
- The Parish reserves the right to stop any use of the screen deemed inappropriate.

Liability

- The Parish Hall accepts no responsibility for technical compatibility issues with hirers' devices.
- The Parish reserves the right to restrict or withdraw use of the screen at any time.