

2026

**AGREEMENT FOR HIRING
ST PAUL'S CHURCH & HALL
CRAIG-Y-DON, LLANDUDNO
Aberconwy Mission Area**

For the purposes of these conditions, the term Hirer shall mean individual Hirer or, where the Hirer is an organisation, the authorised person.

PAYMENT

**A. Where hirer is using the building for one/two/three session(s)
(morning/afternoon/evening).**

The Hirer agrees to pay a licence fee per session, payable in advance of the day of hire to secure the booking

B. Where the hirer's use is on a recurring basis.

The Hirer agrees to pay a licence fee per session/per week/per month payable within 7 days of receipt of an invoice from St.Paul's Church Committee.

NB: Following an evening period of hire the Church and Hall MUST BE VACATED no later than 10pm.

The Church & Hall must be vacant from 10pm to 8am.

PREMISES

ALCOHOL

If the Hirer wishes to have alcohol at their event they must consult with St.Paul's Church Committee and will need to ensure that the event is covered by a Temporary Event Notice (TEN) under the Licensing Act 2003.

1. Supervision

The Hirer shall, during the period of the hiring, be responsible for supervision of the premises, the fabric and the contents: their care, safety from damage however slight: or change of any sort and the behaviour of all persons using the premises whatever their capacity; **including proper supervision of car parking arrangements so as to avoid obstruction for other users.** The Hirer shall ensure that no activities shall take place that would be offensive to the Church, particularly anything associated with the occult.

Emergency Procedures

**The hirer should be aware of the positioning of the fire alarms and fire extinguishers
The hirer must ensure that people know the quickest exits from the hall and keep the exits clear.**

The hirer must nominate as well a 'fire steward' for gatherings of 60 or more

In case of an emergency the hirer is responsible to check the premises in particular the toilets and ante rooms to make sure everyone has left the building

If required the hirer should contact the emergency services

*****The fire door in the hall Must Only be used in case of an emergency*****

2. Use of Premises

The Hirer shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be used in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol thereon without written permission.

3. Licences

The Hirer will be responsible for obtaining such licences under the Licensing Act 2003 as may be needed whether for the sale or supply of alcohol or for supplying or performing music or other entertainment.

4. Public Safety Compliance

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays. The Hirer shall make all users aware of the fire exits and where to meet in the event that the building has to be vacated. In such circumstances, users should leave the building as quickly as possible without stopping to gather belongings.

5. Health and Hygiene

The Hirer shall, if preparing, serving or selling food observe all relevant food health and hygiene legislation and regulations.

6. Electrical Appliance Safety

The Hirer shall ensure that any electrical appliances brought to the premises and used there shall be safe and in good working order and used in a safe and proper manner.

7. Heating

Heating is on in the hall from 1st October to 30th April. The temperature is set according to weather conditions. The Hirer is not permitted to adjust the setting.

8. Indemnity

The Hirer shall indemnify St.Paul's Church Committee for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the buildings that may occur during the period of the hiring as a result of the hiring or for any failure to secure any licences referred to in 3 above or other statutory requirements.

The Hirer shall be responsible for making arrangements to insure against any third party claims that may be made against him or her (or the organisation if acting as a representative) arising out of negligence while using the premises.

9. Accidents and Dangerous Occurrences

The Hirer must report all accidents involving injury to the public to the St.Paul's Committee as soon as possible. Any failure of equipment whether belonging to the premises or brought in by the hirer also must be reported as soon as possible. All accidents should be recorded immediately in the Accident Book to be found in the Church and Hall.

10. Animals

The Hirer shall ensure that no animals (including birds) except assistance dogs are brought into the premises unless provided for in the schedule.

11. Compliance with The Children Act 1989 and the Church in Wales Protection Policy

The Hirer shall ensure that any activities for children comply with the Children Act 1989 and the provisions of "Children and Young People", a code of practice for use by parishes in the Church in Wales.

12. Cancellation

St.Paul's Church Committee reserves the right to cancel the event in unforeseen circumstances but shall provide such notice as is reasonable and the Hirer shall be entitled to a refund of any payment paid.

If the Hirer wishes to cancel within one (1) week of the event, St.Paul's Church Committee will charge a cancellation fee of £10.00.

13. End of Hire

The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced. A charge may be made in default.

14. Noise

The Hirer shall ensure that minimum noise or disturbance is caused to neighbours. Users should be asked to leave the premises quietly and with respect for neighbours.

15. Workplace Recycling

From April 6th 2024 it became law for all businesses, charities and public sector organisations to sort their waste for recycling. Please use relevant bins for recycling your waste. We are unable to accept any food or non-recyclable waste, please take this home. Please supply your own bin bag for food or non-recyclable waste. Please ensure recyclable waste is not contaminated with food.

[Workplace recycling | GOV.WALES](#)

TERMINATION OF LICENCE

Where a licence continues from week to week, each party can terminate the agreement by serving 3 months notice upon the other (*St.Paul's Church Committee reserves the right to issue an invoice for lost revenue should 3 months notice not be given*) except where there is a breach of any of the terms within this licence St.Paul's Church Committee may terminate the agreement at its discretion.