

# Conditions of Hire

## [Description of the halls and rates](#)

Generally we're happy to hire the hall; but we need to lay down a few rules in order that we can continue to do so. So you know what we expect, please look through this page and then download the PDF form to complete. You should then sign and date one copy of it and return it with your deposit. Please keep another copy for your records. You are also strongly advised to download the relevant Fire Action notice for the hall you're interested in.

<b>What we need you to do</b>	
Tell us what you need the hall for, and what activities will be taking place.	We cannot allow illegal activity or anything which is opposed to Christianity. We also need to consider our neighbours, who may be disturbed by noise; and other users of the halls who may be affected by your activity.
You and people with you must not smoke in any part of the building. Naked flames and candles are not permitted under any circumstances except on birthday cakes.	It is against the law to smoke anywhere in the buildings. Flames and candles are a fire risk. There are smoke detectors which could be set off.
Please leave the hall and facilities in the condition that you found it in, or pay for its cleaning.	We do not provide a cleaner in the cost of the hire. If we need to employ special cleaning, we will charge you at the rate of hire for the time it takes to clean after your booking.
You must reimburse the PCC for the cost of any damage which occurs during your booking.	The PCC cannot afford such unforeseen expenditure and insurance claims increase our costs unreasonably too.
Please take away all your rubbish.	We only have one bin and the Council will not take away extra sacks
Please do not permanently place posters or other notices. Please use white tack for temporary posters during your booking – NO cellotape, please.	The building can be damaged by fixing things to walls. If you would like to advertise anything, please ask.

<p>You must keep to the times booked. Your clearing-up time must be included in your booking. Overtime will be charged for. Please return all furniture to its original place.</p>	<p>There may be other lettings after yours. We need to consider our neighbours for evening bookings.</p>
<p>You must provide details of all relevant insurances.</p>	<p>Certain activities need Public Liability Insurance. If yours does, we need to see evidence that you have it in order that the church is not liable for any claim.</p>
<p>Faulty mains powered electrical equipment poses a risk of electric shock.</p> <p>No sweepstake, gaming, betting or other form of lottery is to be permitted to take place in the premises except a lottery which is lawful under the Lotteries and Amusement Act 1976 (as amended) and for which the prior consent of the Parish has been obtained and which is conducted strictly in accordance with the relevant statutory provisions.</p> <p>The Hirer shall be responsible for obtaining such licences as may be required whether for the sale or supply (even if "payment" is by donation) of intoxicating liquor or otherwise and for regulated entertainment for the observance of same. The Hirer must produce such licenses to the Church Office not less than 48 hours before the period of hiring.</p>	<p>St John's Church strongly recommends that all such equipment brought on site should be tested for electrical safety (PAT tested) by a trained and competent person. St John's Church accepts no responsibility for any injury arising from faulty equipment brought on site by third parties.</p> <p>Supply of alcohol needs to be licensed payment is being taken in any form (through ticketing or direct sale).</p>
<p>You must not exceed 88 seated around tables and 112 seated theatre-style in the main hall. In the smaller meeting rooms, the maximum is 25. (NB: <b>Final nos tbc – please check when booking</b>)</p> <p>You are required to ensure that children are protected at all times, by taking all reasonable steps to prevent the occurrence of any injury, loss, damage or harm.</p>	<p>Any more could jeopardise their safety in any emergency.</p>
<p>You must submit to any instruction given by an officer of the PCC.</p>	<p>We can't cater for all eventualities in these notes, and there may be individual circumstances in your case.</p>
<p>Please fill in, sign and date the form you can download, and return one copy to us.</p>	<p>We need to have contact details, and know that you have understood these conditions.</p>

