

# Conditions of Hire: UPDATED FEBRUARY 2019

Generally we are very happy to hire the hall for a variety of uses, 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. **Submission of your booking form and payment is taken as acceptance of these T&C.** Please keep a copy for your records. You are also strongly advised to read the relevant Fire Action notice for the hall on arrival – it is displayed in the main lobby.

## What we need you to do

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 forfeit your cleaning deposit.

We do not provide a cleaner in the cost of the hire. If we need to employ special cleaning, we will retain the £50.00 cleaning deposit you must submit with your booking payment.

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.

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.

There may be other lettings after yours. We need to consider our neighbours for evening bookings.

You must provide details of all relevant insurances.

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.

Faulty mains powered electrical equipment poses a risk of electric shock.

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.

In the event of a fire please use the marked Fire Exits and gather in the car park. Ring 999 for the Fire Brigade and then the St John's Administrator: 07855 418237.

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.

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.

Supply of alcohol needs to be licensed if payment is being taken in any form (ie: either through ticketing or direct sale).

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.

Any more could jeopardise their safety in any emergency.

You are required to ensure Children, and Vulnerable Adults at Risk of Harm are kept safe at all times, by taking all reasonable steps to prevent the occurrence of any injury, loss, damage or harm. In addition you are responsible for complying with the Government guidelines for safeguarding children and vulnerable adults at risk of harm - see <https://www.gov.uk/topic/schools-colleges-childrens-services/safeguarding-children>

and for vulnerable adults at risk of harm see  
<https://www.gov.uk/government/publications/safeguarding-policy-protecting-vulnerable-adults>

You must submit to any instruction given by an officer of the PCC.

We can't cater for all eventualities in these notes, and there may be individual circumstances in your case.

Submission of a booking form is taken as acceptance of these T&C.

We need to have contact details and know that you have understood these conditions.