

## ST MARY'S CHURCH SPROTROUGH

### CONDITIONS FOR HIRE OF THE CHURCH HALL & STABLE

If the hirer has any doubt as to the meaning of the following, the booking clerk or caretaker should be consulted as soon as possible.

- 1) **APPLICATION FOR HIRE** :- Hirers must be at least 21yrs old, and apply to the booking clerk on the enclosed form, together with the fee, payable as directed. The booking must be confirmed within 4 wks of application. Sound & loop and audio-visual systems and a refrigerator are available, and should be requested when booking. A Yamaha Piano, belonging to the Music Society, is only available with their agreement. Sub-letting or changing the type of function is not allowed without permission. References may be required.
- 2) **CANCELLATION** :- If the hirer cancels the booking less than 3wks before the event, and no replacement booking can be obtained, then the full or partial re-payment of the fee shall be at the discretion of the Parochial Church Council (PCC). The PCC reserves the right to cancel the booking if the premises are required in an emergency and will not be liable to pay compensation to the hirer, but would refund the fee.
- 3) **HIRE PERIOD** :- Commences from the time the hirer has access for preparation and terminates when the premises and surrounds have been cleaned and left in a fit state for the next hirer.
- 4) **DAMAGE and LOSS** :- If any damage or loss is caused by any persons using the Premises the hirer shall be liable to pay for such damage or loss and should consider insurance for these possibilities. The wearing of unsuitable footwear, eg stiletto heels, or equipment that might damage the floor, walls or windows etc are prohibited. A **Damage Deposit** may be required.
- 5) **SUPERVISION & SAFETY** :- The Hirer is responsible :-
  - a. For the supervision of the premises including the effective control of children and the orderly and safe admission and departure especially in case of an emergency. If the hirer is not present at some time during the hire, then a responsible person, 21yrs or over, must be appointed.
  - b. For ensuring that the number of persons present does not exceed the maximum allowed, i.e. 120
  - c. For supervising car parking arrangements especially avoiding obstruction of the highway.
  - d. For making sure that all emergency exits are not obstructed and to know the locations of fire extinguishers and how to proceed in the event of a fire
  - e. For ensuring that the volume of any music played be at a reasonably low level to avoid causing inconvenience to neighbours
  - f. For ensuring that no additional lights or extensions for electrical equipment are used without the prior consent of the booking clerk or caretaker. Gas cylinders, candles, or inflammable substances must **NOT** be brought for use on the premises without prior approval.

- 6) **ALCOHOL** :- The premises are **NOT** licenced for the sale of alcohol. Any function selling alcohol must obtain a temporary licence from the appropriate authority. The booking clerk can advise about this. Licences must be displayed
- 7) **USE of KITCHEN** :- The hirer is responsible for maintaining good Health and Hygiene practice, according to the law. Any linen used should be washed and returned to the hall by arrangement within 2 days.  
All breakages must be reported to the caretaker (or booking clerk).  
Rubbish must be bagged and put in the wheelie bin. Items which can be re-cycled (eg glass & plastic bottles, cans & clean paper) must be taken away by the hirer
- 8) **SMOKING** :- This is **not** permitted in any part of the hall, stable or grounds
- 9) **RIGHT of ENTRY** :- The booking clerk, caretaker, officers of the PCC, Police and Fire, reserve the right of entry at any time
- 10) **INJURIES to PERSONS** :- The hirer shall be liable and indemnify the PCC in respect of any loss, damage or injury which may be incurred by or done or happen to the hirer or any person employed by the hirer using the premises
- 11) **NON--LIABILITY for LOSS** :- The PCC will not be responsible for the theft, loss or any damage to any property brought on to the premises or surrounds by the hirer or any other person
- 12) **POSTERS, DECORATIONS etc** :- Nails, screws, tacks, drawing pins, sellotape, blu-tak or other adhesive materials must **NOT** be used in any part of the premises.
- 13) **CHILD & VULNERABLE ADULTS POLICY** :- This is enclosed and must be agreed to.