



### **Applications**

1. All applications for the hire of the premises must be in writing on the printed form and forwarded on completion to the Parish Secretary (Church Hall Bookings Secretary) at St. Michael's Parish Office. The person by whom the application form is signed shall be considered the Hirer. (Where a promoting Organisation is named, that Organisation also shall be considered the Hirer, and shall be jointly and severally liable hereon with the person who signs the form.)

### **Charges**

2. All charges in respect of hire for a single event must be paid before the time of hiring to the Booking Secretary normally one month prior to the event. In the case of regular weekly or monthly hire, payment will be made by prior arrangement.

### **Deposits**

3. A non-returnable deposit may be requested to ensure confirmation of the booking. The Bookings Secretary may also charge a 'good behaviour' deposit to the Hirer at the time of booking. The said deposit will be such sum as is considered appropriate at the time of hire and as set out in the hire agreement.

If the premises are found to be in an unsatisfactory condition after the event and the cost of cleaning or damage exceeds the deposit, the Hirer will be liable for those extra costs.

If the premises are found to be in a satisfactory condition after the event, the Booking Secretary will return the deposit to the Hirer. If the hall is left in an unsatisfactory condition, some or all of the deposit will not be refunded.

### **Hall Management**

4. A contact number will be provided for the Duty Hall Manager, contact should be made regarding Opening & Closing of the Hall. The Hirer is expected to leave the premises in a reasonable condition after use, giving the floors a sweep and collecting and disposing of all rubbish NOTE: Parties & Events will be expected to remove their rubbish from the Hall, unless other arrangements are made with the Hall Manager.

### **Music**

5. If a function is to include a disco, the name of the proposed DJ should be given to the Bookings Secretary. Where music is played it **must** finish by **10.30 p.m (Sunday – Thursday hires) or 11.30pm (Friday & Saturday hires). NO EXCEPTIONS WILL BE ALLOWED**

### **Alcohol**

6. Alcoholic drinks may be consumed, but not sold, on the premises unless the Hirer has obtained a licence. The licence must be seen by the Bookings Secretary prior to the event and displayed during the event.

### **Damage to Premises**

7. The Hirer is responsible for all damage to the premises (and adjacent premises) and to any property in the premises occurring during the period of the hiring, however and by whomsoever caused.

It should be noted that the Church Hall public liability insurance only covers the Hirer and his agents during the actual period of hire.

Any damage caused to the Church Hall or any property belonging to it shall be made good by the Hirer or the Hirer shall pay such sum as shall be required to make good any such damage as soon as it is known.

### **Hours of Use**

8. The hire of the premises does not entitle the Hirer to use or enter the premises at any time other than the specified hours for which the premises are hired, unless prior arrangements have been made with the Manager. The 'good behaviour' deposit (Paragraph 3) may be called on to reimburse the Church in the event of expenditure being incurred by any of its members. In the event of the Hirer exceeding the said specified hours, the Hirer will pay an additional charge in accordance with the prevailing scale of charges and the "good behaviour" will be forfeited.

### **Sub-Letting**

9. The Hirer shall not sub-let the premises, nor any part thereof.

### **Regular Group Users**

10. If a Group User receives a yearly discounted rate for the hire of the hall, the group is expected to provide volunteer help at the Spring & Autumn working parties. Failure to do so will result in a review of those discounted rates and possible loss of your current discount.

### **Loss or Damage**

11. The Parochial Parish Council shall not be responsible for any loss of or damage to any property of the Hirer or his agents. The Parochial Parish Council shall not be responsible for any injury, which may happen to any person using the premises during the hiring.

If the Church Hall has to be closed, or the hiring interrupted or cancelled, because of breakdown of machinery, failure of electricity supply, leakage of water, fire, government restriction or act of God, the Parochial Parish Council shall not be responsible.

### **Right of Entry**

12. The right of entry to the premises is reserved to any member of the Parochial Parish Council and any police officer at any time during the hiring.

### **Good Order**

13. The Hirer shall ensure that good order is kept in the premises during the hiring and the Parochial Parish Council may, if it thinks fit, charge the Hirer for any extra expense it may incur for engaging police officers to preserve order prior to, during or after any entertainment or meeting on the premises. The Parochial Parish Council reserves the right to put a stop to any entertainment or meeting which, in the opinion of that Committee member, is not properly conducted.

**Removal of Hirer's property**

14. Property of the Hirer and the Hirer's agents must be removed within the period of hire. This includes goods brought for sale at bazaars, jumble sales, etc.

**Fire Precautions**

15. The Hirer must make himself familiar with the fire appliances and the position of fire exits. No exits may be blocked, or obstructions placed in corridors, nor any fire appliances or fire doors removed or tampered with.

**Lighting and Heating**

16. All lights must be switched off after use and heating thermostats reset @ 20 degrees.

**Capacity**

17. The seating and dancing capacity of the premises and rooms is the maximum allowed to be admitted to functions, and the Hirer undertakes that these limits will not be exceeded:

Main hall - 150 persons      Room 2 - 30 persons      Room 3 - 70 persons

**Cancellation**

18 1. The Parochial Parish Council shall be entitled to give four weeks' notice to Discounted Church Hall hirers only of

suspension of hire, subject to a limit of a total of 4 days suspension in any one year.

2. The Parochial Parish Council may terminate the hiring by giving 14 days notice in writing for non-payment of any sum payable under the Agreement on its due date.

3. Unless otherwise stated in the Hire Agreement either party may terminate the Hire Agreement by giving four weeks notice.

4. Any Notices to be given to the Parochial Parish Council shall be sent to the Booking Secretary.

NOTE: In signing these conditions of hire I agree to bind myself (and/or the group I sign on behalf of) to the above conditions and in the case of regular hirers, the attached letter showing the dates of hire for the period of this contract.

Date \_\_\_\_\_

Signature\_\_\_\_\_

On Behalf (Group)\_\_\_\_\_