

THE PAROCHIAL CHURCH COUNCIL ALL SAINTS' CHURCH CROXLEY GREEN

TERMS AND CONDITIONS FOR THE OCCASIONAL HIRE OF THE CHURCH HALL

(Hereafter called 'the Hall')

The PAROCHIAL CHURCH COUNCIL (PCC) of ALL SAINTS' CHURCH, CROXLEY GREEN is pleased to offer you ['the Hirer'] the use of the premises on the following terms and conditions:

The Premises means; Church Hall (Hall), Stage, Committee Room, Youth Room, Kitchen, Toilets, and Storage areas as specified in the Schedule appended hereto. No access is permitted to the rooms beneath the stage unless previously agreed with the Hall Committee.

1 General Terms of Hire

- i) The PCC will permit the Hirer to occupy and use the Hall and its general facilities including the kitchen and toilets for the purposes detailed in the attached Schedule during the period of hire specified in the Schedule.
- ii) The Hirer will pay to the PCC the hire fee laid down in the Schedule ['the Hire Fee']. The Hire Fee shall be paid on signing this Application Form and shall not be liable to be refunded in the event of cancellation unless the PCC is able to rehire the Hall at the same rate.
- iii) A deposit of £10 per hour is required with the Hire Fee. This deposit will be refunded within 7 days of the termination of the period of hire providing the Hall and its fixtures and fittings are left in a clean and satisfactory condition. If, after inspection, the hall is found to be in an unclean condition or damage has arisen, the Hirer will be liable to forfeit in part or whole the refundable deposit. A further claim may arise if the cost of damage exceeds deposit.
- iv) The PCC shall be empowered at any time to cancel any arrangement made with the Hirer by a written notice to the Hirer in the event of an emergency or other such circumstances in which the PCC requires the premises for its own use or for a specific one off use. The PCC shall return to the Hirer the amount of any payment they have made to the PCC under this arrangement in respect of the hours lost.
- v) The PCC will not be liable for any expenses or loss of revenue incurred by the Hirer resulting from planned or unplanned closure of the Hall.
- vi) During the period of hire, the Hirer will be allowed access to the kitchen in the Hall for making drinks.
- vii) For an extra £5 per hour, the kitchen may be used for preparing and serving food.
- viii) The pianos in the Hall and Committee Room are not to be moved without the permission of the Hall Committee. If the use of a piano is required, the Hirer must request this at the time of booking.
- ix) The PCC will from time to time review the charges appropriate to the booking of the hall and will notify long-term Hirers of any change three months in advance of implementation.
- x) In the case of long-term hire, the PCC and/or the Hirer undertake to give three months notice of a decision to end the letting.
- xi) A responsible adult must supervise all parties for persons under the age of 19.

2 Opening and Closing the Hall

- i) The Hirer must ensure all doors are closed and securely locked after the event. Please see guidance in Notes for Hall Users (annex 1 of this Application Form).
- ii) If the thermometer has been changed, it must be returned to 18C.

3 Health and Safety Requirements

The Hirer shall be responsible for ensuring the safety of the events and in particular:-

- i) The Hirer or some person designated by the Hirer shall be appointed as the Responsible Person for each event who shall make himself or herself familiar with the layout of the Hall and in particular with fire escape routes from the buildings, the location of fire extinguishers and other fire-fighting equipment. **There is a plan on the notice board in the entrance hall showing the location of fire exits and the location and type of fire extinguishers.**
- ii) The Responsible Person must ensure that all doors on escape routes are not blocked and can be used if evacuation of the building is necessary. If a party is using a bouncy castle, it must be in the back corner furthest away from the fire exit.
- iii) The Responsible Person shall ensure that all persons attending the event are informed orally or in writing before or at the start of each event of the evacuation procedure and the escape routes from the Hall. All persons present should be instructed to follow directions should evacuation of the Hall be necessary in an emergency.
- iv) The Hirer shall ensure that a sufficient number of competent individuals are appointed to be stewards for the event and that they are instructed by the Responsible Person in respect of the emergency and evacuation procedures and positions of fire extinguishers and other fire-fighting equipment.
- v) The Responsible Person shall have the means available to contact the emergency services and shall be responsible for doing so promptly on the discovery of an emergency situation. **The post code for All Saints' Church Hall is WD3 3HJ.**
- vi) The Hirer is responsible for ensuring that any electrical appliances brought on to the premises are safe, used in a safe manner, and comply with the Electricity at Work Regulations 1989.
- vii) The Hall is a non-smoking building and smoking is strictly prohibited anywhere on the premises.
- viii) **The First Aid kit for the Hall is kept in the kitchen, on top of the fridge.**

4 Consideration for Others

- i) The Hirer shall take all reasonable steps to ensure that no nuisance is caused by the Hirer's use of the Hall to other hirers using other parts of the Hall or to the occupants of property around the Hall and church or to passers-by.
- ii) If the Hall is hired for an evening function, the Hirer will ensure that activities in the Hall finish by 11.00 pm and the Hall is vacated by 11.30 pm. The PCC can agree, in exceptional circumstances, to adjust this time.
- iii) The Hirer must not use tape, drawing pins, or other adhesives to hang items on walls or mark the walls.
- iv)

5 Compliance with Trading and Licensing Laws

- i) Intoxicating liquor may be consumed on the premises, but not sold. If alcoholic beverages, wines, or spirits are to be sold in the Hall, the Hirer must first apply and obtain a Licence for such sales.
- ii) The Hirer shall, if selling goods on the premises, comply with all relevant fair trading laws and any local code of practice issued in connection with such sales.

6 Advertising

- i) Hirers are reminded that they must comply with the Town and Country Planning (Control of Advertisements) Regulations 2007 relating to the display of banners and /or posters within the Three Rivers District Council area; further advice is available from Three Rivers District Council Community and Environmental Services Department. In essence Hirers are not permitted to display banners or posters on roundabouts, lampposts or trees within the District.
- ii) With the prior consent of the PCC permission may be granted for the display of 2 banners/posters within the perimeter boundary of All Saints' Church/Hall, the maximum permitted banner /poster size must not exceed 2m long by 550mm wide, in the week prior to the event. The Hirer is to submit full details on the size, content of the banner/poster to the Hall Committee.

7 Compliance with the Children Act

- i) The Hirer understands the need to behave in a way that is consistent with best practice with regard to child protection and that the Hirer is responsible for ensuring appropriate behaviour during the period of hire of the Hall and general facilities.

8 Storage

- i) Where a long-term Hirer has been allocated a storage area, the Hirer shall be responsible for ensuring the area is kept tidy and the PCC accepts no responsibility for any loss or damage to items stored.

9 Indemnity

- i) The Hirer will be responsible for the cost of any repair or reinstatement following any damage to the Hall, and the surrounding area, or its fixtures incurred during the period of hire, including any loss of income to the PCC during the period of repair. The Hirer will also be responsible for the cost of replacement of any furniture, fittings or any other articles broken during the period of hire or property taken from the Hall. The Hirer will notify the PCC's Hall Committee within 24 hours of any damage caused.
- ii) The Hirer shall indemnify, defend and hold the PCC harmless from any and all liabilities, claims, actions, proceedings, suits, damages, losses, costs, and expenses [including without limitation reasonable legal fees] caused by accident or the negligent acts or omissions of the Hirer during the period of hire of the Hall and the area around the church.

10 At end of Hire Period

- i) The Hirer will ensure that at the end of the period of hire the Hall is left in a clean and tidy condition and all rubbish, including disposable nappies, is removed from the premises and not left outside the Hall. In particular the Hirer must ensure that the furniture in the Hall is returned to its correct position as indicated in the detailed instructions given in the "Notes to users" attached as annex 1. **The period of hire must include sufficient time to set up and clear away.**
- ii) The Hirer will be responsible for ensuring that all electrical and gas appliances are switched off, and that all windows and doors are properly secured before leaving the Hall.
- iii) The PCC shall at its discretion have the right to make a charge on the Hirer in respect of any work it incurs in remedying any breach of the obligations contained in this clause.

11 No Rights

- i) The Hirer acknowledges that no tenancy is intended to be created between the PCC and the Hirer and no relationship of landlord and tenant exists between them.

12 Right of Access

- ii) The Hall Manager or member of the PCC may enter the premises at any time for the purpose of ascertaining whether the above conditions are being fully observed or for any other business.

Signed by: Date:

For and on behalf of

The PAROCHIAL CHURCH COUNCIL

The person signing the Application Form shall be deemed the Hirer and is responsible for ensuring the observance of the Conditions of Letting

Signed by: Date:

For and on behalf of

The HIRER

Parish of All Saints' Croxley Green
APPLICATION for OCCASIONAL HIRE of the CHURCH HALL
The Schedule

Date form sent to office:	Thank you for your enquiry. We will hold your provisional booking for the next 7 days only. To confirm, please complete and return this form to the address below within 7 days.
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When signed by a member of All Saints' Hall Committee, this form will become the contract between us.

Name and address:	
Postcode:	
Email:	
Tel – Mobile:	Landline:

Proposed use of Hall: Birthday Party	Booking starts at (time)	Booking ends at (time)	Approx no of people attending
Day:	Date:		

Facilities required	Yes	No
Hall alone £25 per hour		
Hall plus kitchen £30 per hour		
Committee Room alone £10 per hour		
Committee Room plus kitchen £15 per hour		
Kitchen alone £15 per hour		
Stage		
Piano		

How did you hear about our hall?

Please note that these times must include setting up and clearing away. Thank you.

Please pay the full amount at least two weeks before the hire date. If you cancel more than two weeks ahead you will receive a full refund. Cancellation less than two weeks we will keep the deposit and return the hire fee.

Total Number of Hours Required	Hire fee £ per hour	Total cost of hire £	Deposit (£10 per hour) £	For office use Date payment received
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Payment Please pay by one of the following methods:

1. **Provide 2 separate cheques** for the fee and deposit and a **stamped addressed envelope** for the return of your deposit. Make cheques payable to **All Saints Croxley Green PCC**. Send them with **2 completed and signed contracts** to the address below.
2. **Pay by cash** for the fee and deposit. Bring it to the office with a **stamped addressed envelope** for the return of your deposit (which will be returned to you by cheque) and **2 completed and signed contracts**.
3. **Pay by bank transfer** for the fee and deposit. Send a **stamped addressed envelope** for the return of your deposit by cheque, and **2 completed and signed contracts** to the address below.

All Saints' Church
The Vicarage
The Green
Croxley Green
Herts WD3 3HJ

Bank details:
Account name: All Saints Croxley Green PCC
Account number: 20-91-79
Sortcode: 90071749

Notes for Hall Users

These notes form part of the Application for the hire of the hall.

When you arrive: please make sure that no-one's car has blocked the entrances to the houses in the road behind the church.

Please make sure no chewing gum is dropped on the floor.

Access is not permitted to the rooms beneath the stage unless previously agreed with the Hall Committee

Before you leave, please check the following:

Main hall

- Plastic chairs are to be stacked as found with only 15 chairs left in main hall in stacks of 3 along the main entrance side wall. Any others to be stacked at the back of the stage.
- Only 42 black padded chairs to be stacked neatly in the youth room, without blocking either the cupboards or the fire exit, and the rest to be returned to the back of the stage.
- All large tables to be wiped over and stacked exactly as found, either next to the kitchen or on the stage.
- Floor must be clean (please use the broom and dustpan and brush – these items can be found through the cellar door off the corridor next to the kitchen)

Kitchen

- Work surfaces, sinks and cooker to be left clean and tidy.
- Cooker must be cleaned thoroughly, inside and out.
- Crockery, glasses and cutlery if used, to be washed up, dried and placed in the cupboards exactly where found.

Committee room

- Gas fire off.

Toilets

- The hirer must check all three toilets and make sure that no-one is in them before they leave.

Rubbish

- Please bring plastic bags for kitchen refuse and **take your rubbish home with you including nappies. No nappies are to be left anywhere in or outside the hall.**

Lights

- Turn off all lights when leaving the building (Light in ladies toilet is on a time switch and will turn itself off)

Security of Hall

- Fire exits are shut
- All windows are locked shut
- Entrance Doors: Bolt the left-hand door top and bottom and shut the right-hand door (self-locking Yale lock)

If the Hirer has any complaint arising from the hire or use of the premises, they should write within 3 days of the hiring to the Hall Committee. We also welcome any suggestions for improving the facilities.

In the event of any problem or emergency while you are in the hall, please contact:

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|-------------------------|-----------------------|--------------|
| • Diane Galloway | Hall Committee member | 01923 770392 |
| • Peter Shafe | Churchwarden | 01923 441638 |
| • Nik Bennett | Churchwarden | 01923 773623 |
| • Reverend Miriam Mugan | Parish Priest | 01923 772109 |

Post code for emergency services is WD3 3HJ

Many thanks

All Saints' Hall Committee Judith Man
Janet Martin
Diane Galloway
Wendy Shafe