

## **HOLY TRINITY CHURCH HALL** **CONDITIONS OF HIRE**

1. The Hall is the responsibility of the Rector, Churchwardens and Parochial Church Council (PCC) of Holy Trinity Church, who reserve the right to refuse permission for hire of the hall for purposes not deemed suitable for Church premises.
2. All groups hiring the hall should complete a booking form and hire agreement, indicating acceptance of these conditions of hire, and providing a copy of their Safeguarding policy, if necessary. Hire agreements for regular hirers of the hall will be renewed on an annual basis.
3. A returnable deposit is paid when the hall is first booked, which will be kept by the PCC if the hall is not left in the clean and tidy state it was found in (and personal rubbish taken home). It is the responsibility of the hirer to arrange collection of the deposit after the event. If the deposit has not been collected after six months, the PCC reserve the right to retain the deposit.
4. The Rector, Churchwardens and PCC accept no responsibility for loss, damage or injury to persons or personal property in the Hall, the car park and the surrounding grounds.

**The Hirer shall be responsible during the period of hire for:**

- The supervision of premises, fabric and contents, their care and safety from any damage or change of any sort. Should any damage occur, this must be notified to the Reservation Secretary at the earliest opportunity. All damage will be charged for at replacement cost. *If it is unclear which user of the hall has been responsible for the damage, the cost of repair will be shared by all those users who have been in the building in the relevant time period.*
- Ensuring that everything is left clean and tidy in the state present on arrival and with rubbish and recyclables removed at the end of the hire where requested.
- Ensuring that all equipment, chairs and tables have been returned to storage positions tidily, the premises are cleared of people, all lights switched off, and the building secured.
- Ensuring that only the named key-holder handles keys to the premises, and that keys are not copied or passed to a third party.
- The behaviour of all persons using the premises, whatever their capacity.
- Ensuring no excessive noise occurs, particularly late at night or early morning, with a minimum of noise being made by any person on arrival or departure.

- Ensuring bicycles, scooters etc are left in the foyer and not taken into the main hall.
- Ensuring that no animals (including birds), except guide dogs are brought into the building, without written permission of the PCC on the occasion of a special event or hire agreed to by the PCC.
- Ensuring that no animals whatsoever enter the kitchen at any time.
- Ensuring that any electrical appliances brought onto the premises and used there shall be certified safe and in good working order, and used in a safe manner, using residual current circuit breakers where appropriate.
- Ensuring that no LPG appliances or other highly flammable substances are brought onto the premises.
- Reporting loss, damage or malfunction of any aspect of the Hall, its facilities or equipment.

**The Hirer shall not:**

- Sub- hire or use the premises for any purpose other than that described in the hiring agreement.
- Use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way.
- Do anything or bring onto the premises anything which may endanger the premises or render invalid any insurance policies.

- Allow the use of drugs on the premises or allow smoking in the building.
- Enter any rooms or cupboards not nominated in the booking agreement including the Parish Office.
- Affix any items to walls, lights, beams or other elements of the internal or external buildings without prior permission.
- Bring intoxicants into the building without a licence. When a licenced bar is operated, the hirer must ensure that no person under the age of 18 years may purchase liquor and must ensure that the terms of the notices are enforced.
- During a hiring at which general public are admitted, the hirer must ensure that the emergency exits are clear at all times and that the exit signs are visible. The hirer must ensure that the terms of the Music and Dancing licence are adhered to and that the music ceases by 11pm unless previously agreed in writing.
- The emergency doors must not be used for any other reason than the emergency evacuation of the building.
- Where kitchen hire has been requested, the following terms of hire must be adhered to so as to comply with the **Food Hygiene Safety Regulations 1995**:

The kitchen must be left in a clean, sanitary state as it will have been found.

The hirer must ensure that all food to be consumed on the premises is prepared from fresh produce and cooked within the confines of the Hall kitchen, then refrigerated to the required temperature until required. Under no circumstances must food which has previously been prepared and transported to the Hall be offered for consumption on the premises. The hirer must ensure that the required level of hygiene and cleanliness is applied to the said food preparation so as to minimise the risk of infection and contamination.

*The Rector, Churchwardens and PCC disclaim any responsibility or liability, due to any practice during the preparation of food or the supply of products, which may result in risk to public health.*

#### **5. Compliance with Safeguarding requirements.**

The Hirer shall ensure that if the organisation will be providing activities for young people under 16 years of age, or vulnerable adults, that a Safeguarding Policy is provided and complied with.

#### **6. Insurance**

The Church Hall is insured against any claims arising out of its own negligence and its public liability. Hirers are advised to ensure that their liabilities and risks associated with their activity and booking purpose are covered by insurance where appropriate. The PCC will accept no responsibility for liabilities and risks arising out of the activity or booking purpose of the hirer.

## **7. Accidents and Dangerous Occurrences**

The Hirer must report all accidents involving injury to persons supervising or otherwise involved in its activity or purpose to the Reservation Secretary as soon as possible, and complete the relevant section in the Accident Book, which is located in the kitchen First Aid Box. Any failure of equipment, either that belonging to the Hall, or brought in by the Hirer must also be reported as soon as possible.

## **8. Stored equipment**

The PCC accepts no responsibility for any stored equipment or other property brought onto or left at the premises and all liability for loss or damage is hereby excluded. All equipment and other property, other than that stored on the premises by agreement, must be removed at the end of each hiring or storage period. The PCC may dispose of any such items 4 weeks thereafter at its discretion, by sale or otherwise on such terms and conditions as it thinks fit, and charge the Hirer daily storage fees and costs incurred in storing and selling or otherwise disposing of the same.