



## Terms and Conditions of Hall Hire

The premises are hired on the understanding that those making the booking will be responsible for ensuring that the conditions listed below are adhered to:

1. The hirer will not use the premises for any purpose other than that stated in the hire agreement. They will not sub-let or allow the premises to be used for any purpose other than that stated.
2. The hirer is responsible for ensuring that the premises are safe for the event they intend to run. The hirer will undertake their own risk assessments as appropriate.
3. The hirer will ensure that any church keys will not be passed to any unauthorised person and will return them to the appropriate person at the end of their event.
4. The hirer will arrive and vacate the premises at the agreed times.
5. The hirer will take responsibility for ensuring that the premises, including kitchen and toilets, are left in a clean and tidy state. The hall should be brushed and vacuumed (using the equipment is provided) and all tables and chairs put back in their original positions. All equipment used should be cleaned, dried and stored where appropriate.
6. We strive to be an environmentally friendly church. Therefore, we encourage recycling and ask that you use the appropriate bins provided or take items home to recycle.
7. We strive to be a Fairtrade organisation and as such we would encourage all food products used on the to be Fairtrade or locally sourced items.
8. Noise must be kept to minimum levels. This includes arriving and leaving.
9. The hirer will ensure that animals are not brought onto the premises except guide or assistance dogs. If dogs are on the premise's they are not to enter the kitchen area.
10. The hirer will comply with all relevant legislations and emergency procedures applicable to the event being held.

11. Regular users should undertake an evacuation drill every six months.
12. If the hirer is preparing, serving or selling food products they should comply with all relevant food and hygiene legislation.
13. It is the responsibility of the hirer to report and record any incident or accident involving an injury to a member of the public. Any failure of equipment belonging to the premises must also be reported to the Churchwarden.
14. The hirer will be responsible for any repair costs of property or equipment which is the property of the church which may occur during the period of hire.
15. Payment for the hire of the hall will be made at the time of booking. Payments can be made by cheque, cash or BACS. Regular hall hirers will be invoiced quarterly.
16. The PCC reserves the right to cancel the hiring of the premises. In the event of this happening the hirer will be entitled to a full refund. However, the PCC shall not be liable to the hirer for any resulting costs.
17. The PCC reserves the right to refuse a booking.
18. The PCC reserves the right to enter the premises at any time and, in the event of disorder, to close the proceedings.
19. The Diocese of Gloucester has a Child Protection Policy and Vulnerable Adult Policy which churches in the diocese are required to follow. Copies are available on request. The expectation is that any group who have children or vulnerable adults present during their session will have had all staff/leaders police checked.
20. Before you leave the building at the end of your event, we ask that the hirer:
  - a. Switches of all lights and equipment used, including the water boiler.
  - b. Check the kitchen and toilets to make sure that all taps and equipment are switched off.
  - c. Lock up the building.
  - d. Leave quietly so as to not disturb our neighbours.
  - e. Take away your belongings.

We thank you for hiring our hall and hope that you and your guests enjoy your event. We look forward to you hiring our hall again.

St Paul & St Stephen's Church

*March 2020*