

TERMS AND CONDITIONS FOR HIRE OF ST DAVID'S HALL

Bookings of the Church Hall, or any part thereof, are accepted on the understanding that the Hirer, as named on the booking form, accepts these terms and conditions.

Bookings and Cancellations

1. All bookings must be made using the booking form which can be found and downloaded from the hall website <http://www.holmbridgechurch.org.uk/hall> or can be sent to you via email/ post by contacting the church administrator at hello@holmbridgechurch.org.uk, tel 07340729651. Verbal bookings will only be classed as provisional until a completed booking form and payment is received. Any variation to a booking must be agreed and confirmed by both parties in writing or email.
2. Provisional bookings will only be held for a period of two weeks. If not confirmed by booking form at the end of this period, the date may be released.
3. Payment is required up front to secure your booking and is non-refundable. For all one-off bookings over £100 a non- returnable deposit of 20% will be required to secure the booking, via cash, cheque or (preferred) bank transfer. Bank details will be provided on request. Cheques should be made payable to Holmbridge PCC. The remaining balance should be paid no later than two weeks before the event. We will confirm your booking by email or by post, at your preference.
4. All long-term bookings will be invoiced by our Treasurer or his deputy, on receipt of a completed booking form. One month's deposit is required up front, and thereafter each month's charge will be invoiced at the start of the month. If the Hirer prefers to pay quarterly to reduce administration this can be arranged on request. There is a 2-month notice period for long term bookings.
5. Cancellations must be notified in writing, as soon as possible and any deposit paid will be forfeit.
6. It is not normally our policy to accommodate 18th and 21st Birthday parties.

Charges

7. The Hirer will be held responsible for any damages or loss of furniture, equipment or crockery. The Hirer shall pay to the PCC, on demand, the amount required to make good or remedy any such damage or additional work for the caretaker. A refundable bond of £50 for all evening events, and £150 for large scale events, will be charged in addition to the prices quoted. This will be refunded in full subject to there being no damage to the Church Hall property or equipment and if the hall has been left in a clean and tidy condition as described in the "End of Hall Hire Checklist". A copy of this will be sent to you at the point of booking and the checklist is displayed in the hall (in the kitchen and on the noticeboard).
8. Discounted prices may be available to registered charities, "not for profit" organisations and for multiple bookings.
9. The Hall Management Committee (a sub group of the PCC) reserves the right to cancel a booking if the holding of the event is prevented by circumstances beyond their control. The PCC will refund any monies paid in advance. The PCC does not accept any liability for losses incurred due to the cancellation of an event.

Room Facilities

10. The audio-visual equipment may be used when hiring the Conference Room but this must be advised on booking. The equipment is able to be linked to the Hirer's laptop. Hirers will be provided with instructions in the use of the equipment prior to the meeting.

11. Nothing is to be stuck, nailed, screwed, stapled or fixed in any way to any of the walls, doors or any other furniture, except by express permission of the caretaker or PCC representative.

12. Extra tables and chairs needed are the responsibility of the Hirer.

13. Entertainment equipment may be brought into the building subject to discussion and agreement with our caretaker. Any electrical equipment must have a valid Portable Appliance Test Certificate. The PCC accept no liability for any Entertainment equipment provided by the Hirer of the Church Hall.

Catering

14. External caterers can be engaged to provide refreshments for your event. This must be notified at the time of booking and an extra charge will be made for the use of the kitchen.

15. Hirers are not permitted to bring alcohol into the Hall to sell. Provision of a licensed bar can be arranged through the Administrator. Alcohol brought onto the premises (not for sale) and any related issues will be wholly the hirer's responsibility

16. The PCC accept no liability for food and refreshments provided by the Hirer of the Church Hall.

Use of Car Park and Rear Field

17. The car park is available to all attendees at an event, only for the duration of the event. Any cars left in the carpark overnight following an evening event must be removed by 9am the following morning unless express consent is given to collect them later. Failure to vacate the car park in reasonable time may incur additional charges.

18. The rear field behind the car park is not owned by the Church.

Health and Safety

19. In accordance with the PCC Licence the maximum capacity of the main hall is 200 persons including all performers, front of house staff, technicians and caterers. The capacity for the Conference Room is a maximum of 30 persons.

20. Fire exits and extinguishers are to be kept clear and visible at all times

21. In accordance with legislation, no smoking is permitted anywhere within the premises.

22. The Hirer will be the responsible person for all Health and Safety matters relating to an event and must be present at the event or formally delegate their responsibility to someone attending. The PCC accept no liability for health and safety issues arising at the event.

23. The Hirer is responsible for ensuring that vehicles using the car park are driven in a safe manner and are parked in such a way so as not to obstruct access by emergency vehicles.

24. The Hirer is responsible for the conduct and behaviour of all people attending the event. The PCC reserves the right to terminate the event, without any refund of costs, if the conduct and behaviour is deemed to be unacceptable.

Opening and Closing the Church Hall

25. The Church Hall will be opened and closed by either a representative of the PCC or our Caretaker. In some instances, the hirer may be provided with a key instead.

26. Please ensure that your staff or guests are aware of the hire period and that they will not be able to enter before or leave after the agreed hire period. Finishing time for evening events is 11.30pm.

27. St David's Church PCC accepts no responsibility for the property of persons attending or organising an event. Vehicles and their contents are parked in the car park at their owners' risk. The PCC accepts no responsibility for any loss or damage incurred thereto. Any property brought on to the premises or left in the car park is done so entirely at the owner's risk.

End of Hire

28. The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition and any contents temporarily removed from their usual positions properly replaced, otherwise the PCC will be at liberty to make an additional charge or deduct costs from the bond (if a bond has been paid). Items used from the kitchen and bar area should be washed up and returned to its relevant place. The hall should be left as found, at the end of hire. Please refer to the "End of Hall Hire Checklist" for details. The premises are not deemed to be vacated and therefore still under Hire and subject to further charge until the last person has left.

Disclaimer

29. Every effort has been made to ensure the accuracy of all information provided. The PCC does not accept liability for any errors or omissions and reserves the right to amend any information at any time.

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I agree to the terms and conditions of hiring St David's Hall as stated above:

Signature of hirer:

Name of hirer:

Date:

FIRE PROCEDURE INSTRUCTIONS FOR ST DAVID'S CHURCH HALL

Be sure that you know:

1. The location of fire extinguishers.
3. The fire evacuation route.
4. The assembly point for the building – which is the car park at the rear of the building.

Housekeeping

1. Ensure all people using the Church Hall are aware of the No Smoking regulations, the location of exit routes and location of the fire assembly point.
2. Be sure that all electrical equipment in use is connected properly to the power supply and that the plug and wiring is not damaged in any way. If you suspect a problem do NOT use the equipment. All electrical equipment brought into the Church Hall must have a valid Portable Appliance Test Certificate.
3. Never allow a build-up of rubbish in any part of the premises. Store things properly and ensure that rubbish is placed in the appropriate bins.
4. Never obstruct, or allow to be obstructed, fire evacuation routes, including the exit stairs at the rear.
5. When disabled persons are present, ensure that special arrangements are in place in the event of an evacuation.
6. Ensure that, in your absence, there is someone responsible for these procedures.

C. If you find/suspect a fire

1. RAISE THE ALARM IMMEDIATELY or ensure that someone else does.
2. Attempt to put out the fire BUT ONLY if you have been trained in the use of fire extinguishers. IF IN DOUBT LEAVE IT.
3. When evacuation of the building starts, QUICKLY check the toilet areas to ensure that everyone has left.
4. Having checked the area go to the Assembly Point and await the arrival of the Fire Brigade.
5. Report to the Fire Brigade immediately they arrive if you think there is anyone left in the building.
6. Do not re-enter the building until told to do so by the Fire Brigade.