



# St Leonard's Church Hall, Heath & Reach

## Individual Hirer

### **CONDITIONS OF HIRE**

1. The hirer shall not be less than 18 years of age and must be responsible for all activities inside and outside the building.
2. The hall must be left in a secure, safe and clean condition. All rubbish must be removed as there is no refuse collection from the Hall.
3. The person making the booking will be held responsible for ensuring that all those present at the event/activity comply with these conditions and that the checklist is followed.
4. No teenage parties are allowed at this venue.
5. The hiring fee must be paid in full within 14 days of the reservation being made. Cheques should be made payable to: ST. LEONARD'S P.C.C.
6. A deposit of £100 cash is payable at the time of collecting the keys – keys will not be issued without this cash deposit. This deposit covers damage to the hall and/or contents and will only be returned if the hall/kitchen/toilets etc are left in a clean and tidy condition with no damage to fixtures, fittings and contents. In the event of damage, this will be charged as appropriate. Hirer's deposit can be collected from the Parish Office when the premises have been checked.
7. Nothing is to be affixed to the walls.
8. All hiring times MUST include time for setting up and clearing away.
9. Fire extinguishers must be left in position. It is extremely dangerous for these to be moved. **If extinguishers are removed or used unnecessarily the hirer will forfeit their deposit**
10. The premises are not licensed for entertainment or for the sale of alcohol. It is the hirer's responsibility to obtain a Temporary Events Notice from the Local Authority if it is intended to provide entertainment or sell alcohol. We must be informed if this is intended because there is a limit to the number of such licenses which can be issued for the Hall in any one year.
11. No nuisance is to be caused to other users of hall, adjoining property or occupiers of adjoining property.
12. No liability or responsibility is accepted for the theft, loss of or damage to hirer's property on the premises.
13. No responsibility is accepted for the safety of vehicles or their contents whilst on Church property.
14. Hirers are responsible for any accident or injury arising out of the activity for which the hall has been booked. It is the responsibility of the hirer to ensure that the premises are safe for the purposes for which they intend to use them.  
  
Hirers are required to complete details of any accident or incident occurring during their occupation of the hall, which did or could give rise to injury as soon as possible after the accident or incident but in any case before the hall is vacated by the hirer after the event. A book is provided for this purpose and this is located in the kitchen (first aid cupboard). Any apparatus or equipment involved must be retained for inspection.  
  
The hirer must also notify either the Parish Administrator and/or the Churchwardens as soon as possible after the accident but in any event within 24 hours.
15. All activities in the hall must cease by 11.30pm.
16. Tables and chairs are stored on the stage and it is essential that these be returned at the end of each booking. If extra are required during the hire these are kept in the second shed, key in key box in kitchen. Again it is essential that these are returned to the shed in a tidy order. Shed must be locked.
17. The conditions in the hirer's checklist on vacating the premises must be complied with; otherwise the deposit will be retained.
18. The key to be obtained from and returned to:

**The Parish Office Post Box, St Leonard's Church Hall, Heath & Reach LU7 0AA**  
**Telephone Number : 07502320025 stleonardheath@gmail.com**