



St Leonard's Church Hall, Heath & Reach

Terms and Conditions, Hire Charges And Cancellation Policy

CONDITIONS OF HIRE

1. **The HIRER** (who **must** be aged 18 years or over), hereby accepts responsibility for being in charge of and on the premises at all times during the hire period and for ensuring that all conditions under this Agreement, relating to management and supervision of activities inside and outside the premises are met.
2. **Supervision** - During the period of hire, the HIRER is responsible for the supervision and security of the premises, protection of the fabric and contents from damage, and the behaviour of all persons using the premises, including proper supervision of car parking arrangements (if any) so as to avoid obstruction of the highway. No responsibility is accepted for the safety of vehicles or their contents whilst on Church property.

As directed by the Hall Manager, the Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings, or contents and for loss of contents.
3. **Noise** - Due to the residential nature of the area the use of amplified music must be moderated, and evening events must finish by **10.30pm and the premises vacated by 11pm.**
4. **Nuisance** - No nuisance is to be caused to members of staff in adjoining office, or the occupiers of properties nearby.
5. **Bouncy Castles and other party equipment** - If hiring a bouncy castle or other party equipment, the hirer **must** obtain proof of insurance from the provider(s).
6. **Alcohol on premises** - 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.
7. No liability or responsibility is accepted for the theft, loss of or damage to the Hirer's property on the premises.
8. **Accident or Injury** - 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.
9. **Health and Safety** - The Hirer shall also comply with the Hall's health and safety policy. The Fire Service should be called to any outbreak of fire, however slight, and details should be given to the Hall Manager. Unless in use, **fire extinguishers** must remain in their position and **fire alarms must not be tampered with.**
10. Nothing can be to be affixed to the walls internally. Any balloons or banners affixed outside must be removed.



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ON THE DAY/S OF HIRE

The Hirer will be held responsible for ensuring that all those present at the event/activity comply with the above conditions and that the checklist below is followed.

N B: We are an Eco-Church and therefore Hirers are encouraged to recycle as much as possible.

1. **Rubbish** - All Hirers must remove rubbish as there is no refuse collection from the Hall. Rubbish **must not** be placed in any of the bins outside the kitchen. Soiled nappies must be placed in nappy bags and removed.
2. **Hire times** - All hiring times **must** include time for setting up and cleaning and clearing away (usually one hour in advance and immediately after the event).
3. **Cleaning** - Hirers should ensure that the dishwasher, cooker, fridges, all surfaces, windowsills and floors are clear and clean.
4. **Toilets** - Please ensure all of the toilets are flushed and left clean and in the manner you would wish to find them. The heaters in the toilets **must** be switched off
5. **Heating** - The heaters in the hall **must not** be adjusted or turned off. The heaters are specifically programmed.
6. **Furniture** - Tables and chairs are stored on the stage and it is **essential** that these be stored correctly at the end of each booking. Photographs of how they should be left are on the wall and shown at the end of this document.
7. Extra tables and chairs, if required, can be obtained from the second shed – the key is in key box in kitchen. Again, it is **essential** that these are returned to the shed in a tidy order. The shed **must** be locked once the tables and chairs have been returned.
8. Please check that **all personal items** have been removed as the Hall is in almost constant use and it cannot be responsible for the items which may be disposed of.
9. All lights (unless specifically marked) must be turned off and the windows closed.
10. **Curtains**, if drawn, should be left open.
11. In the unlikely event that **dispensers and toilet rolls** are low, please let the Hall Manager know.
12. **The Hall must be left in a secure state and ready for the next Hirer.**

Payment and Deposit for Hire

1. The cost of hiring the hall for Individual Hirers is **£20.00** per hour.
2. The cost of hiring the hall for Regular Hirers (more than 10 sessions) is **£18.00** per hour. They also receive a 10% discount after more than 10 sessions.
3. A deposit of 25% for hiring the hall **must** be paid within 7 days of the reservation being confirmed.
4. The balance of the hiring fee **must** be paid in full at least 14 days before the event.
5. The key to the hall should be obtained from and returned to the **Parish Office**.
6. A deposit of £100 cash **must be paid** at the time of collecting the keys. The keys will not be issued without this cash deposit.
7. The deposit covers damage to the hall and its contents. It will only be returned if the hall, kitchen, toilets, etc. **are left in a clean and tidy condition** and there is no damage to the fixtures, fittings and contents of the hall.
8. The conditions in the hirer's checklist on vacating the premises must be complied with; otherwise some or all of the deposit will be retained.
9. The hirer's deposit can be collected from the Parish Office once the premises have been checked.



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Cancellation by the Hirer

If the Hirer wishes to cancel a booking the Hirer **must** provide The Parish Administrator with notice of cancellation. Cancellation must be made in writing by email or by letter. Any postponement of a booking will be considered as a cancellation.

If the Hirer cancels a booking, St Leonard's PCC will charge a cancellation fee. This cancellation fee will be charged according to the cancellation notice set out below.

Cancellation Notice: days before the booking	Hire Fee
14 days or more	Booking deposit will be lost
13 days to 7 days	50% of hire fee will be lost together with the deposit
6 days to 3 days	90% of the hire fee will be lost together with the deposit
2 days to 0 days	100% of the hire fee will be lost

If the Hirer has to cancel due to exceptional circumstances, St Leonard's PCC may consider waiving all or part of the cancellation charge, at its discretion. **Please note that Covid is no longer an exceptional circumstance.**

Cancellation by St Leonard's PCC

St Leonard's PCC reserves the right to cancel any booking (and charge in accordance with the above) in the event that:

- the booking might prejudice the reputation of St Leonard's PCC
- St Leonard's PCC becomes aware of any deterioration in the Hirer's financial situation such that St Leonard's PCC reasonably considers the Hirer may not be able to fulfil its material obligations under the Agreement
- the Hirer fails to pay any sum when due.
- the Hirer breaches our Terms and Conditions of hire.