

ST MARY'S CHURCH HALL CONDITIONS OF HIRE

1. General Responsibility

There is no resident caretaker at the hall, so the person hiring the hall must be responsible for supervising the buildings, equipment, fittings and parking areas throughout the hire period, and must ensure that everything is left secure and in good order when the premises are vacated.

2. Payment of Hire Fees

The terms for payment of hire fees are as follows:

A deposit (booking fee) is payable when the completed booking form is returned to the Hall Booking Secretary, which should be within 2 weeks of receiving the forms:

- Weekday bookings: Deposit £25.00
- Weekend bookings: Deposit £50.00

The balance of the hire fee shall be paid at least two weeks before the booking.

For all payments cash or cheque is preferred, payable to "St Mary BV Addington".

3. Extent of Booking Time

The booking time must cover preparation before and clearing up after an event. **All bookings must end by 6.00 pm.**

4. Cancellation

If the booking is cancelled by the hirer, refunds are made as follows:

- Weekday bookings: Full refund of deposit if cancellation is made not less than 1 month before the hire date.
- Weekend bookings: Full refund of deposit if cancellation is made not less than 3 months before the hire date (at the discretion of the B&E Committee).

Any other refunds will be made entirely at the discretion of the B&E Committee.

5. Collecting the Key & Security Deposit

The Parish Office is open on Tuesday, Wednesday, and Thursday mornings between 10:00am and 12:00noon (tel – 01689 842167). Please collect the key from the office, at least two weeks before your booking, and return it the next day or the following Tuesday, as appropriate. The door to the office is at the rear of the hall and is served by an entry-phone. A security deposit of £100.00 must be paid when the key is collected. Cash or cheque is preferred (payable to "St Mary's BV Addington") and this is held against loss of the key or damage to the hall or its equipment / fittings during the period of hire. This security deposit will be refunded in full after the return of the key, subject to a satisfactory inspection of the hall after the booking. The Buildings & Equipment Committee reserves the right to withhold all or part of this security deposit if the condition in which the hall is left after the period of hire is not satisfactory. Additional charges may be made if extra costs are incurred.

6. Tables and Chairs

All tables and chairs in the hall are available for use during the hire period. Please stack all tables in the bays, making sure they are secure, at the end of the hire period. Please stack chairs around the edge of the hall (no more than 10 chairs in a stack).

7. Kitchen

Please leave the kitchen clean and tidy. If crockery / cutlery have been included in the hire, please make sure it has all been thoroughly washed and dried, and neatly returned to the appropriate cupboards. Please declare any breakages when the key is returned.

8. Heating

The heating and water will have been set for the hire period. Instructions to override the settings (if necessary) are on a board in the kitchen to the right of the hatch.

9. Rubbish

All food waste should be disposed of in sealed plastic sacks which should be put in the paladin outside the rear door of the hall. **If the paladin is full, surplus rubbish should be taken**

away. We are a green church - dry waste such as cardboard boxes, paper, plastic etc. should be taken away and recycled using your own domestic collection. Please take away all empty bottles, crates and barrels and do not put them in the paladin or leave them outside the hall.

10. Vacating the Hall

Please vacate the hall leaving it clean and tidy, by the end of the hire period. All clearing up should be done during the hire period. Please ensure that all external fire doors are securely fastened, and be considerate of residents who live close to the hall. Please note that the hall is in use most mornings, and on Sundays from 6.00am.

11. Churchyard

Please ensure that the adjoining churchyard is not misused or damaged in any way: this is consecrated ground. Many of the memorials are quite fragile and could cause injury, especially to small children.

12. Alcohol and Smoking

Alcohol may be consumed on the premises within reason, but must not be sold there unless you have successfully applied for a Temporary Event Notice. Smoking is not allowed anywhere within the hall building.

13. Noise

Unreasonable noise can be a nuisance at any time of the day or night so please consider our neighbours - keep the volume of music low and ask guests to leave quietly after the party i.e. no revving of car engines, sounding horns, shouting or singing! Keep windows and doors closed. If we feel there has been reasonable complaint we reserve the right to withhold all or part of your security deposit.

14. Safeguarding

You are required to ensure that:

- children and adults who may be vulnerable are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring.
- you carry full liability insurance for this.
- you have seen our parish's *Safeguarding Children and Adults who may be vulnerable Policies and Guidelines for Activities* and agree to abide by them.

15. Insurance

PLEASE NOTE! The Church Hall Public Liability Insurance only covers the use of the hall by the church and church groups. Please arrange your own insurance regarding the use of the hall for any other regular meetings and/or private parties.

It is a condition of hire that we can accept no responsibility or liability for any damages and/or injuries incurred by private groups using the hall.

For further information, please contact the Hall Bookings Secretary: 01689 842167

IN CASE OF AN EMERGENCY

Premises Manager

Graham Kellas – 020 8656 1083

Vicar

Revd Debbie – 01689 847092

PARISH OFFICE (behind the church hall)

Tel: 01689 842167 E-mail: churchhall@addington.org.uk