



## 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. **IMPORTANT: Your deposit will be kept if you access the hall outside of your booking times.**

### 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: Deposit £100 payable immediately to confirm the booking. The balance will be invoiced after the event with the deposit taken off if all is in order.

Payments can be made to St Mary the Blessed Virgin via bank transfer to:

Bank Account Name: St Mary BV Addington

Sort code: 60-23-22

A/c No. 79041647

**\*\*Please use the invoice number as a reference\*\***

*Important: We will never request that you send payment to any other account other than the St Mary's account as detailed above*

### 3. Extent of Booking Time

The booking time must cover preparation before and clearing up after an event. **All bookings must finish on time. Your deposit will be kept if you access the hall outside of your booking times.**

### 4. Cancellation

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

- a full refund of deposit if cancellation is made not less than 1 month before the hire date.

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

### 5. How to gain access

The Parish Administrator will tell you how to access the hall. You may well be given permission to get a key and by confirming the booking, you are agreeing to pay to replace the key if you lose it.

### 6. Remove fire door chains on arrival

### 7. 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).

### 8. Kitchen

Please leave the kitchen clean and tidy. You are welcome to use the crockery and cutlery but you will need to request this from the Parish Administrator. Please make sure it has all been thoroughly washed and dried, and neatly returned to the appropriate cupboards. Please declare any breakages. Please bring with you: bin bags, washing up cloth/sponge, washing up liquid, tea towel and tea spoons.

## 9. Heating

The heating instructions are on the board in the kitchen to the right of the hatch. The setting lasts for 4 hours and goes up in half hour intervals.

## 10. Rubbish

**\*\*Please take all rubbish home with you.\*\***

## 11. Vacating the Hall

Please vacate the hall leaving it clean and tidy, by the end of the hire period – there is a mop, broom and a dustpan and brush in the kitchen. All clearing up should be done during the hire period (your deposit will be kept if you stay longer than you have booked). Please ensure that all external fire doors are securely fastened with chains, 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.

## 12. 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.

## 13. 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.

## 14. 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.

## 15. 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.

## 16. 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 Parish Office on 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: stmarytheblessed@gmail.com