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) of £150 and the full balance is payable immediately when the booking form is completed online. After the event you can request a deposit refund by emailing stmarytheblessed@gmail.com with your bank details. **Please send the Parish Administrator evidence that you have paid – stmarytheblessed@gmail.com.**

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. **IMPORTANT: 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 about a week before your event. 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 and keep the doors closed at all times to keep noise to a minimum.

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 with the chains, 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 will need to bring all crockery and cutlery, kettle, bin bags, J cloth, washing up liquid and tea towel. If you *have* borrowed anything please make sure it has all been thoroughly washed and dried, and neatly returned to the appropriate cupboards. Please declare any

breakages. All surfaces to be wiped down with food-safe antibacterial spray, oven cleaned, cupboards clean and tidy, floors swept and mopped and you have removed any rubbish or food waste.

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. This is only on in the winter.

10. Rubbish
Please take all rubbish home with you We will keep your deposit if you leave rubbish behind or use our external bins.

11. Vacating the Hall
Please vacate the hall quietly, 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. Please ensure that all external fire doors are securely fastened with chains.

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 event i.e. no revving of car engines, sounding horns, shouting or singing! **All music must be turned off by latest 9.30pm if you have an evening booking. Keep windows and doors closed and do not use the car park for entertaining**. If we feel there has been reasonable complaint we reserve the right to withhold all or part of your security deposit.

'In accordance with the policy of Croydon Council, sound levels within the Church Hall or within the grounds of church property must not exceed 85 decibels (dB) at any time during a booking. This requirement is in place to protect the amenity of our neighbours who reside in close proximity to the Hall.

A decibel-monitoring device may be in the Hall along the same wall as the tables are stored. This monitor displays the current sound level throughout the event. If the sound level exceeds 85 dB, the display will show a red warning indicator. The device also records sound-level data, which the Church may review after any event, particularly in the event of a complaint.

If the recorded data shows that the 85 dB limit has been persistently exceeded, the Church reserves the right to withhold all or part of the hirer's deposit.

It is the responsibility of the hirer to ensure that any DJ, musician, entertainer, or other person whose activities may generate significant noise is informed of this 85 dB limit at the time of their engagement. The hirer is accountable for ensuring compliance with this requirement throughout the duration of the booking.'

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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

Please phone the office on 01689 842167 between 1 and 3pm or, out of office hours, our Church Wardens on 07743 793466 or 07952054933. There are also some phone numbers on the red notice board just outside the church if you need them.