



## SLYNE-WITH-HEST-CHURCH HALL

### SINGLE USE HIRE/PARTY HIRE INFORMATION

(UPDATED 14 SEPTEMBER 2022)

Slyne-with-Hest Church Hall was built in 2019. It is run by Trustees of a charity and intended for the benefit of the two churches involved in the construction and for the use of the wider community.

Both St Luke's Anglican Church and Hest Bank United Reformed Church have contributed to the creation of this hall. St Luke's provided the site and the United Reformed Church were able to make available a generous legacy. The congregations of both churches have provided support to the project.

As well as regular bookings, the hall is available to hire for parties and other one-off events.

### Facilities

The hall space is approximately 13m x 13m. There is also a kitchen with oven, hob, and dishwasher as well as rectangular tables (approximately 10 tables seating 6-8 people each and 8 tables seating 4-6 people each) and chairs (approximately 90) available for use. The kitchen has a serving hatch into the hall. There is a disabled access toilet with baby change table.



## **Charges**

The hall hire charge for parties/one-off events is £25 per hour. This includes use of the hall, kitchen and tables and chairs. The hire fee is payable at the time of booking.

We ask that you pay a cleaning/damage deposit of £100 the week before your event. This is refunded upon return of the hall key (if provided) and the hirer leaving the hall in a clean and tidy state.

All payments should be made by bank transfer to:

**The Elspeth J Thompson Memorial Trust (Slyne-with-Hest Church Hall)**  
**20-47-61**  
**13163156**

To confirm your booking, please reply to [swhchurchhall@gmail.com](mailto:swhchurchhall@gmail.com) to confirm that you have read and agree to the terms and conditions and make payment of the hire fee.

Please also provide your full name, address and telephone number and confirm whether or not you will be using a bouncy castle for your event.

## **Cancellations**

Refunds are not given for cancelled bookings, however, you may be allowed to re-book the hall on an alternative date at the discretion of the Trustees and subject to the availability of the hall though there is no guarantee that this may be possible.

## **SINGLE USE HIRE AGREEMENT for the use of Slyne-with-Hest Church Hall**

This Agreement is made on the \_\_\_\_ day of \_\_\_\_\_2022

between \_\_\_\_\_(the “Hirer”), and The Trustees of The Elspeth J. Thompson Memorial Trust (Slyne-with-Hest Church Hall).

The Trustees agree to permit the Hirer to use that part of SwH Church Hall designated below for the purposes, period(s) and at the fee described below, namely:

1. Purpose of Hire: \_\_\_\_\_ )
2. Date of Hire: \_\_\_\_\_ ) as agreed by email
3. Time of Hire: from \_\_\_\_\_ to \_\_\_\_\_ )

Current hourly hall hire fees are £25 per hour, payable upon booking.

A £15 surcharge its payable if using a bouncy castle during the hire period.

A cleaning/damage deposit of £100 is also payable the week before your event and is refundable upon compliance with the Terms of this Agreement.

### **The Hirer:**

1. agrees to be bound by this Agreement and the “General Rules for the use of SwH Church Hall” attached as Addendum 1 to this Agreement;
2. will have use of the facilities agreed at the times agreed with the Hall Booking Secretary and attached as Addendum 2 to this Agreement;
3. will have the use of the facilities agreed for the sole purpose set down above. No other use may be made by Hirer of the facilities under this Agreement;
4. agrees that benefits under this Agreement are personal to the Hirer and are enjoyed by way of licence only and cannot be transferred by him/her to any other party;
5. will, during the period of the hiring, be responsible for the supervision of the premises, the fabric and the contents, their care, safety from damage, however slight, or change of any sort and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway. In addition, Hirer will indemnify the Trustees against any costs incurred as a result of Hirer’s activities leading to an Insurance claim and will provide a deposit as decided by the Trustees;
6. shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor to do anything or bring on to the premises anything which may endanger the same or render invalid any insurance policies in respect thereof;

7. shall not make any alteration in the decorations of the Premises nor affix anything to the walls of the Premises without the prior written consent of the Trustees.

## **This Agreement**

1. is made on behalf of the Trustees of The Elspeth J.Thompson Memorial Trust (Slyne-with-Hest Church Hall);
2. shall continue until the date of hire unless previously terminated by either party giving one month's notice in writing, except as allowed for under the "General Rules";
3. may be considered for extension provided that application is made more than one month prior to the expiry of this Agreement;
4. may be terminated without notice by the Trustees should there be any breach by the Hirer of the terms and conditions of this Agreement;
5. supersedes any previous agreement made between the parties or their predecessors.

## **Special Conditions of Hire**

1. Substitution:

Where a substitute is to be in charge of an event, (for example, absence on holiday of the Hirer) notice must be given to the Trustee Secretary in advance;

2. Health,Safety and Fire:

The Trustees have, as part of the General Rules, published their generic Fire and H & S Risk Assessments for use of the Hall. On the advice of Lancashire Fire and Rescue Service, and to comply with Statutory legislation, Hirer must carry out their own assessments of Fire and general H & S risk for their activities in the Hall. A copy of these must be given to the Trustee Secretary prior to the commencement of hire;

3. On leaving the Hall:

3.1. The Hall shall be vacated by the Hirer at the end of the time booked and left in a clean, tidy and secure state with all doors and windows securely locked, and all electric and other appliances used by the Hirer and all water taps properly turned off;

3.2.If used, the kitchen must be left clean and tidy. Any crockery used must be washed and put away, all chairs and furniture stacked or returned to the position in which they were found;

3.3.Toilets should be left clean and flushed;

3.4. After use tables and chairs should be stored correctly in the Storage Room in the positions indicated;

3.5. All waste bins within the Hall shall be emptied into appropriate Council bin,

sited to the rear of the Hall. Any Hirer's waste in excess of 2 bin bags should be taken home with the Hirer for disposal;

3.6. Ensure that a minimum of noise and disturbance occurs to avoid nuisance to those living close-by.

**Signed on behalf of the**

Trustees \_\_\_\_\_  
(Print name) \_\_\_\_\_  
Date \_\_\_\_\_

Hirer \_\_\_\_\_  
(Print name) \_\_\_\_\_  
Date \_\_\_\_\_

*The Elspeth J. Thompson Memorial Trust (Slyne-with-Hest Church Hall) Registered Charity No 1175313 Chair: Mrs M Hallam Secretary: Mr D. Ruddick, 24 Station Road, Hest Bank, Lancaster, LA2 6HP*