

CONDITIONS OF HIRE: To be retained by Hirer

Hiring of the Hall is arranged on behalf of Christ Church PCC and is subject to the following conditions:-

1. The Hirer (or another adult nominated by the Hirer) shall be present during the whole period of the hiring, and the Hirer shall give the name and address of the person so nominated to the Booking Secretary before the date of hiring.
2. **You are required to ensure that children are protected at all times, by taking all reasonable steps to prevent the occurrence of any injury, loss, damage or harm.**
3. The Hirer will be responsible for any damage to the premises, furniture and fittings therein.
4. No posters or other notices are to be posted inside or outside the premises without prior approval.
5. No tickets are to be sold at the door to members of the public.
6. **FIRE EXITS, which are clearly marked, shall be kept free of obstruction at all times.**
7. **The use of lighted candles is not permitted** with the exception of regular sized birthday cake candles.
8. **There shall be NO SMOKING in the Hall.**
9. The hall may not be used for Halloween parties.
10. Hirers of the hall are not permitted to light barbecues on hall premises or in the church grounds.
11. Nothing is to be attached to the walls, or to the movable partitions. Use of adhesive tape Blue Tac or the like is forbidden as it damages the wall surfaces. There is a picture rail which may be used to hang balloons etc.
12. The kitchen is not licensed by the Environmental Health authorities, and must not be used for preparing dishes from their ingredients. It is provided solely for keeping previously prepared food hot, or for heating it.
13. Cleaning. The Hall, including the toilets, must be left in a clean condition, comparable to its condition at the beginning of hire.
 - a. The cleaning cupboard is the first door on the right as you enter the Hall. The key to the cupboard has a red tag and hangs inside the kitchen cupboard door on the left of the serving hatch. The cleaning cupboard contains a vacuum cleaner and cleaning materials.
 - b. Anything spilt on the floor; furniture or walls should be cleaned up immediately.
 - c. All kitchen surfaces should be left clean and tidy and all taps should be securely turned off. Cooker should be cleaned after use.
 - d. China, cutlery and other utensils are to be left clean and put away after use.
 - e. **Hirers should provide their own tea towels**
 - f. All unused food and drink is to be removed from the premises.
 - g. Chairs and tables shall be tidily stacked away
 - h. All breakages must be reported.
 - i. All rubbish should be taken away and put in the dustbins outside. **If these are full, rubbish is to be taken away by the hirer.** We suggest that you bring a rubbish bag with you.
14. Before vacating the premises, sliding partitions are to be left open, all inside lights to be switched off, curtains drawn open, all windows and doors are to be shut and locked.

15. The Hirer shall be responsible for maintaining good order and ensuring that no nuisance is caused to users of other parts of the Hall, to activities in the church, or to residents in the vicinity of the premises. The fenced off grass area may be used, but no other part of the churchyard is to be used.
- 16. No alcohol is to be sold on the premises.**
17. The premises shall not be used before 0900 hrs. or after 2300 hrs. and in any case shall be vacated when the period of hiring ends.
18. No sub-letting is allowed.
19. The maximum number of persons allowed is 100 on the ground floor and 80 on the first floor.
20. The benefit of hiring shall not be transferable by the Hirer to any other person.
21. The Hirer shall take every care to ensure:
 - a. that no disorderly person enters or remains in the premises and
 - b. that all persons using the premises for any purpose wear footwear that will not damage the carpet or floors. The Hirer shall accept responsibility for any damage caused through breach of this duty.
22. The Hirer shall indemnify the PCC for any expenses incurred as a result of hiring, including claims for infringement of copyright.
23. The PCC reserves the right to cancel any agreement to hire by giving notice of cancellation and returning the fee paid by the Hirer and he/she shall have no further claim on the PCC.
24. The PCC accepts no responsibility for injury, accident or death to any person or for damage, loss or theft of any property belonging to the Hirer or to other persons attending the premises. Hirers should arrange their own insurance.
25. The Hall shall not be used for any commercial purpose and there shall be no gaming therein.
26. The Hall shall not be occupied after the hour of midnight. (Cleaning, washing up, removal of rubbish, checking and locking-up etc. may be carried out between 11 p.m and midnight.)
27. The keys must be returned securely to the key safe immediately after the hire unless prior arrangements have been made.
28. Central heating and water heating arrangements are pre-set and are not to be tampered with.
29. The decision of a member of the PCC on acceptable noise levels and proper use of the premises is final. If sufficient action is not taken by the Hirer to reduce noise levels when requested to do so by the foregoing member, the electrical power will be switched off and in such an event the Lessor will accept no liability for damage incurred or loss of booking amenity.
30. In the event of failure to comply with a request or direction of the member of the PCC or Lessor concerning the proper use of the premises, the member concerned is entitled to terminate the hiring and direct that the premises be vacated forthwith.
31. Members of the PCC, and duly authorised officers of the Local Authority shall be allowed access to the premises at all times.
32. These conditions are subject to any variations as may be required to comply with local authority requirements.