



Parish of St. Michael, Tilehurst Conditions of Hire - Church Hall

Applications

1. All applications for the hire of the premises must be in writing on the printed form and forwarded on completion to the Church Hall Bookings Co-ordinator at the address on the booking letter. The person by whom the application form is signed shall be considered the Hirer. (Where a promoting Organisation is named, that Organisation also shall be considered the Hirer, and shall be jointly and severally liable hereon with the person who signs the form.)

Charges

2. A non-returnable payment for the session will be required to ensure confirmation of the Hire booking. The Hall will not be booked until payment for the session is received. All charges in respect of Hire for a single event, including the security deposit, must be paid before the time of hiring to the Church Hall Bookings Co-ordinator as detailed on the application form. In the case of regular weekly or monthly hire, payment will be made by prior arrangement.

Security Deposit

3. If the event overruns your stated time or the premises are found to be in an unsatisfactory condition after the event, the additional time and/or the costs of cleaning or remedying any damage incurred will be taken from the security deposit. The Hirer will also be liable for any extra costs incurred over and above the amount of deposit. If the premises are found to be in a satisfactory condition after the event, the security deposit will be returned to the Hirer.

Hall Management

4. A contact number will be provided for the Duty Hall Manager and contact should be made regarding Opening & Closing of the Hall. The Hirer is expected to leave the premises in a reasonable condition after use, giving the floors a sweep and collecting and disposing of all rubbish. NOTE: Parties & Events will be expected to remove their rubbish from the Hall, unless other arrangements are made with the Hall Manager.

Alcohol

5. Alcoholic drinks may be consumed, but not sold, on the premises unless the Hirer has obtained a licence. The licence must be seen by the Church Hall Manager prior to the event and displayed during the event.



St Michael's Church Hall, Tilehurst

Charity Commission Registration Number 1131421

Music

6. Where music is played it **must finish by 11 p.m. Vacation of premises must be by 11.30 p.m.**

Consideration must be given to residential neighbours; volume, especially bass noise, must not cause a nuisance, as defined by the Environmental Protection Act 1990 Part III (*unlawful interference of a person's use/enjoyment of their own property*). **The Duty Hall Manager (or an appointed representative) reserves the right to immediately terminate the hire and require the Hall to be vacated should he deem the noise level to be unreasonable.**

Damage to Premises

7. The Hirer is responsible for all damage to the premises (and adjacent premises) and to any property in the premises occurring during the period of the hiring, however and by whomsoever caused.

It should be noted that the Church Hall public liability insurance only covers the Hirer and his agents during the actual period of hire.

Any damage caused to the Church Hall or any property belonging to it shall be made good by the Hirer or the Hirer shall pay such sum as shall be required to make good any such damage as soon as it is known.

Hours of Use

8. The hire of the premises does not entitle the Hirer to use or enter the premises at any time other than the specified hours for which the premises are hired, unless prior arrangements have been made with the Manager. The security deposit (Paragraph 3) may be called on to reimburse the Church in the event of expenditure being incurred by any of its members. In the event of the Hirer exceeding the said specified hours, the Hirer will pay an additional charge in accordance with the prevailing scale of charges and the security deposit will be forfeited.

Sub-Letting

9. The Hirer shall not sub-let the premises, nor any part thereof. Admission fees to parties are not allowed.

Regular Group Users

10. If a Group User receives a yearly discounted rate for the Hire of the Hall, the group is expected to provide volunteer help at the Spring & Autumn working parties. Failure to do so will result in a review of those discounted rates and possible loss of your current discount.



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Loss or Damage

11. The Parochial Church Council shall not be responsible for any loss of or damage to any property of the Hirer or his agents. The Parochial Church Council shall not be responsible for any injury, which may happen to any person using the premises during the hiring.

If the Church Hall has to be closed, or the hiring interrupted or cancelled, because of breakdown of machinery, failure of electricity supply, leakage of water, fire, government restriction or act of God, the Parochial Church Council shall not be responsible.

Right of Entry

12. The right of entry to the premises is reserved to any member of the Parochial Parish Council, Church Hall Management Committee and/or any Police Officer at any time during the hiring.

Good Order

13. The Hirer shall ensure that good order is kept in the premises during the hiring and the Parochial Church Council may, if it thinks fit, charge the Hirer for any extra expense it may incur for engaging police officers to preserve order prior to, during or after any entertainment or meeting on the premises. The Parochial Church Council reserves the right to put a stop to any entertainment or meeting which, in the opinion of that Committee member, is not properly conducted.

Removal of Hirer's property

14. Property of the Hirer and the Hirer's agents must be removed within the period of hire.

Fire Precautions

15. The Hirer must make himself familiar with the fire appliances and the position of fire exits. No exits may be blocked, or obstructions placed in corridors, nor any fire appliances or fire doors removed or tampered with.

Lighting and Heating

16. All lights must be switched off after use and heating thermostats reset to a constant 15 degrees.

Capacity

17. The seating and dancing capacity of the premises and rooms shown below are the maximum allowed to be admitted to functions, and the Hirer undertakes that these limits will not be exceeded, BUT it should be noted that the type of event could reduce these. **Exceeding the maximum capacity may cause the Hire to be immediately terminated and the premises required to be vacated by the Duty Hall Manager (or an appointed representative).**

Main hall – 100 people Room 3 – 40 people



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Specific Terms and Conditions for the use of BBQs

18. Church Hall Manager and Committee - Prior authority must be obtained from The Manager each time the use of a BBQ is proposed.
19. Fire Extinguisher - There must be a suitable extinguisher located next to the BBQ at all times
20. Location - BBQs must be located against the Rectory wall and completely away from the building and garage.
21. Vehicles - ALL VEHICLES must be parked 5 metres away from the BBQ and the Church Hall would not be liable for any damages to vehicles.
22. Damage to Church Hall buildings and ground - If damages occur as a result of the use of the BBQ the cost of repairs will be billed to the Church Hall user.

Cancellation Policy 18.

- (i) The Parochial Church Council may terminate the Hire by giving 14 days notice in writing for non-payment of any sum payable under the Agreement on its due date.
- (ii) Unless otherwise stated in the Hire Agreement, either party may terminate the Hire Agreement by giving four weeks notice.
- (iii) Any Notices to be given to the Parochial Church Council shall be sent to the Church Hall Bookings Co-ordinator.
- (iv) The PCC may terminate the Hire without notice if any of the conditions are breached.

CCTV – PLEASE NOTE THAT CCTV IS IN USE.

NOTE: In signing these conditions of hire I agree to bind myself (and/or the group I sign on behalf of) to the above conditions and in the case of regular hirers, the attached letter showing the dates of hire for the period of this contract.

Date _____

Signature _____

On Behalf of

(Group) _____