

ST. JOHN'S CHURCH HALL
Terms & Conditions of Hire September 2020
www.thesnods.org.uk / [Facebook-St Johns Church and Hall](#)

1. Introduction

St John's Church Hall is a registered charity (number 1067239) run by a **voluntary Hall Committee** responsible to a group of Trustees. The primary aim of the Trustees is to maximise the use of the Hall facilities for the benefit of church users and the wider local community. The attached Terms and Conditions have been produced for your information and guidance when using the Hall and to enable the Committee and Trustees to comply with existing legislation as well as Charitable law. As such the Terms and Conditions will be updated as and when necessary. Please take time to read them, especially on matters relating to the responsibilities which go with hiring the premises.

2. Premises

The premises comprise the main hall, bar/lounge, millennium room, kitchen and toilets. Disabled access is via the side or rear entrance to the building. The basic footprint of the building is shown on the attached plan, which also includes essential details for evacuation in the event of a fire. The number of persons to be admitted to the premises is limited to 120 in order to comply with police and fire regulations.

The hirer, not being a person under 18 years of age, shall be in charge of the premise during the whole time that it is in use. The person in charge shall not be engaged on any duties which will prevent them from exercising general supervision.

3. Subletting

The facilities are for use by the Hirer who shall not sublet them to anyone else.

The premises are not to be used for any other purpose than stated on the booking form. The hirer is responsible for ensuring that the Hall is not used for any unlawful purpose or in any unlawful way, nor do anything to bring onto the premises anything which may endanger the same.

4. Opening and Closing the Hall

Appropriate arrangements will be made with the Hirer to open and close the Hall to accommodate the requirements of that particular function/activity. There is a 'key keep' fitted to the outside wall of the porch which contains keys for the front door. Codes to access the 'key keep' and to [de]activate the alarm will be given to hirers. These numbers are changed on a regular basis so please check with the Booking Secretary. Please ensure that any outside caterers or other contracted services are made aware of the hire period. The event must end not later than 12.00pm (midnight) and it is the responsibility of the Hirer to ensure the premises have been vacated by this time.

5. Cancellation by the Trustees

If due to unforeseen circumstances it is necessary to cancel a booking, the Hirer will be informed by telephone as soon as practicable and offered an alternative date(s). The Trustees retain the right to refuse or terminate a booking.

6. Cancellation by the Hirer

The Hirer must inform the Booking Secretary of any cancellation or other intended change in arrangements as soon as practicable before the date of the hiring. In the event of the Hirer failing to do so any costs incurred in connection with the booking may be passed on to the Hirer.

7. **Hire charges**

Hire charges are those in effect at the time of the booking as instructed by the Booking Secretary. The current rates are itemised on the Booking form and charges are calculated weekly. We ask that all payments are to be paid on or before the event date by Bank transfer (using org.name as reference).

St Johns Church Hall Trustees Bar Account, Sort Code 30:98:04; Account Number: 01167709.

Please notify us if you are unable to do so.

A deposit of £50 will be asked for big events, such as Weddings/all day Hire. **Hall alarm codes will be sent to you once your booking is confirmed.**

8. **Insurance**

The Trustees accept no liability for any accident, loss, damage or other claim which may arise (unless such loss or damage is caused by the negligence of the Trustees) or from any misuse of the premises by the Hirer. The Hirer agrees to indemnify the Trustees against any such claim or liability. In support of such indemnity the Hirer shall, if required, take out and maintain sufficient insurance and shall produce to the Trustees, if requested, evidence of such insurance.

9. **Care of the Premises**

The Hirer shall at all times take due care and attention to avoid any damage to the premises, furniture and equipment during the period of hire and **leave the premises as they were found on entering the building.** The Hirer may be held liable for any damages caused as a result of the booking. **Please ensure that lights are turned off and windows closed before setting the alarm.**

10. **Safeguarding Children and Vulnerable Adults.**

The Hirer shall ensure that any activities for children, young people and other vulnerable groups shall only be provided by fit and proper persons in accordance with the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, the hirer shall provide a copy of their Safeguarding Policy and confirmation that relevant checks have been carried out through the Disclosure and Barring Service (DBS)

11. **Safety**

Please note that whilst the Hall Committee and Trustees make every effort to ensure the safety of all who use the premises (see Health and Safety Policy in kitchen cupboard), your organisation will be solely responsible for both premises and personnel and their activities during the period of your booking.

The Church Hall has a no smoking policy.

It is the Hirer's responsibility to inform everyone attending an event about the Hall evacuation procedure. In the event of a fire the Hall should be evacuated in an orderly manner using the nearest fire exit. Please familiarise yourself with the location of access and exit points within the Hall (see attached plan.) All means of exit from the premises must remain unobstructed at all times. The assembly point is in the car park at the side of the building. There are four fire extinguishers and these are located in the Hall, Millennium Room, bar and kitchen.

The Fire and Rescue Service should be called by dialling 999. A list of other useful contact numbers can be found in the box in the kitchen cupboard.

Please note that there is no telephone land line in the building

12. Accidents and Dangerous Occurrences

The Hirer must report all accidents involving injury to the public to the Booking Secretary as soon as possible and complete the relevant section in the Accident Book,(which is kept with the First Aid box in the Bar).

Two first aid boxes are located in the Hall; one in the bar and the other in the kitchen. The Hall Health & Safety File and Accident Book are kept in a marked cupboard in the kitchen. There is also a Defibrillator which is in a box attached to the outside of the Hall Building. In the event of an emergency the code for the box can be secured by calling – see Box**

13. Food and Drink

If your organisation is regularly involved in preparing food for sale in the Hall at least one person preparing/supervising the food must hold a basic Food Handling Hygiene Certificate. Hirers are strongly advised to familiarise themselves with the range of notices and instructions posted in the kitchen and in the Health & Safety File in the kitchen cupboard.

The Hall is licensed for the sale of alcohol and in most circumstances only alcohol purchased from the bar can be consumed on the premises. **Please be aware that the Bar staff are voluntary and completely unpaid.** For special events, such as wedding receptions, £4 corkage will be charged per bottle. There is facility to pay by Bank Card at the bar for drinks. Normal licensing rules apply and should be adhered to by the Hirer. The bar closes at 11.00p.m, and 15-20 minutes is allowed for ‘drinking up’. It is the responsibility of the Hirer to ensure that those aged under-18 do not consume alcohol on the premises. No one aged under-14 is allowed unsupervised in the bar.

14. Electrical Equipment

The Hirer will ensure any equipment or substances brought onto the premises are safe for use. Any electrical equipment should be PAT tested and no highly flammable substances should be brought into the building.

15. Parking

The Trustees will not accept responsibility for loss or damage to any vehicle or articles left in a vehicle parked on the property.

16. Consideration for others

Please ask Hall users to leave quietly at the close of your event. Car doors banging and loud talk in the car park can disturb local residents.

Please do not use drawing pins or cello tape on the Hall walls or other surfaces; use Blu tack if you need to put up notices or decorations. Do not fix decorations near light fittings or heaters.

Please leave the Hall clean and tidy and deposit waste in the bins provided or take it home. **In particular we ask that you ensure that table tops are wiped clean before being stacked away.**

17. Faults/damage/comments

Please report any faults or damage to the Booking Secretary as soon as possible so that they can be rectified quickly. Also enter the details in the book provided or on the marker board in the kitchen. The Hall Committee welcomes constructive comments or observations you may have about the hire of the Hall.