

Hirers' Information Pack

Welcome to St Antony's Church – Hamsey Green's Anglican Church.

St Antony's is a hall church, that is, a church whose building has a dual purpose. When the building is not being used as a place of worship, the chapel is closed off by huge folding doors allowing the body of the church and the other rooms to be used as a centre for community activities. The chapel remains available for private worship throughout the week (by arrangement).

St Antony's is happy to hire its facilities for community use; indeed, the upkeep of the buildings depends upon this income. This Hirers' Information Pack explains what facilities are available and how to go about hiring them.

We would ask you always to remember that the building is not simply a community hall; it is primarily a church and should be treated with respect and consideration both for the worshippers and for other users.

This Pack contains the General Conditions for Hire, an application for hire, a table of current hire charges and a plan of the building. If you are interested in hiring any of St Antony's facilities, please read this document and then contact the Hall Lettings Parish Office. Viewing of the facilities can be arranged through them.

Contact Telephone Numbers

Hall Lettings Parish Office: 020 8657 0665

General Conditions for Hire

Definition of terms

In these conditions:

- The verb 'booking' means applying for a Hiring by submitting an application form to the HLPO in accordance with General Condition 1.1, and the noun 'Booking' shall be construed accordingly.
- 'Building' includes the buildings, their contents, and the surrounding land, fences, and other property belonging to St Antony's Church.
- The 'PCC' means The Parish of Sanderstead & Hamsey Green
- The 'Facilities' means those parts of the Building (which are specified in the application for hire) which the Hirer has hired.
- 'HLPO' means the Hall Lettings Parish Office whose Administrator is the authorised representative of the PCC.
- The 'Hirer' is the person who signs the application for hire.
- 'Hiring' means a session for which the use of part or all of the Building is hired.

1 Bookings

1.1 Booking a Hiring

A Hiring may be provisionally booked with the HLPO by telephone, and will normally be held open for 2 weeks after which time, if the completed application form is not returned, it will be treated as cancelled without notice.

Regardless of whether or not a provisional application has been made, all applications for a Hiring must be made in writing using the application for hire enclosed. The start and end times of the Hiring must include the Hirer's preparation and clearing up times; no access will be permitted to the Building before the start time specified, and the Building must be vacated by the end time specified for the Hiring. If the Hirer uses more Facilities than they have hired (eg, using the small hall when only the main hall had been hired), the appropriate fee may be retained from their returnable deposit.

Regular hirers must provide the HLPO with meeting dates in advance for each year, or, if this is not possible, for each term or similar period. This will allow reservation of the appropriate slots and correct set-up of the heating in winter.

1.2 Confirmation of Hirings

Hirings are confirmed only when the Hirer has received an official receipt from the HLPO acknowledging receipt of the appropriate amount of hire charges which have by then become payable to the PCC. Until such a receipt has been received, the Hiring remains provisional.

1.3 PCC's right to refuse or cancel Hirings

Church functions will in all circumstances take precedence over any other Hirings. The PCC reserves the right to refuse a Hiring to any person or organisation at any time, or cancel a Hiring even if confirmed, in which event all payments in respect of which there has been no use of the Facilities will be refunded by the PCC. The HLPO will give as much notice of cancellation as possible.

1.4 Restrictions on Hirings

Hirings cannot be accepted for the following times:

- on any Church Holy Day
- the day before festivals (reserved for decoration of the Church)
- at any time during Holy Week
- during the Christmas/New Year period
- at any time in August
- on Sundays and at other times when the building is required for church purposes.

Any request for a booking during these periods will be looked at on a case by case basis.

The HLPO has full details of when the building is not available for hire. In cases of difficulty an exceptions process applies – apply to the HLPO in the first instance.

Other restrictions:

- Saturday Hirings must finish by 7 pm (i.e. the Building must be vacated by that time)
- only members of St Antony's Church may hire Facilities for parties which will be attended by a significant number of teenagers

Access:

The authorised representative of the Parochial Church Council shall have the right of access to the premises at all times and the Hirer or User shall comply with all instructions the representative may give, whether verbal or written. **The PCC also reserves the right to the use of the church for services where necessary and that any booking would be cancelled on that date.**

1.5 Hire charges

The HLPO has a set of predetermined hire charges, which are agreed annually by the PCC.

1.6 Deposit

In addition to the hire charges, a refundable deposit shall be paid in advance (at the time of booking) by the Hirer to cover any expenses incurred (of whatever kind) by the PCC in restoring the Building to a clean and tidy condition after the Hiring, including the repair or replacement of any property lost or damaged as a result thereof. This deposit will be repaid within two weeks of the conclusion of the Hiring (or in the case of Hirings which are part of a regular block Booking, within two weeks of the conclusion of the last Hiring covered by that Booking) less any such expenses incurred.

1.7 Payment of hire charges

All payments for hire charges and deposits must be made in advance. 25% of the total hire charges must be paid at the time of booking, with the balance paid to the HLPO no later than 14 days prior to the Hiring. Failure to pay the balance of the hire charges by the due date will lead to the cancellation of the Hiring. Payments shall be made by BACS and shall be made payable to 'Sanderstead All Saints PCC' Account No :34786996, sort code 55-70-30 and please send remittance advice by email.

1.8 Regular Block Bookings

Regular block Bookings for more than one Hiring must be paid for in advance on a monthly basis by standing order. Groups that hire the hall on a regular basis will be invoiced 4 weeks before the end of the term, unless the letting contract states some other arrangement.

1.9 Accuracy of statement of purpose of Hiring

The application for hire must contain a statement of the purpose for which the Facilities are to be used which is adequate to enable the PCC to determine whether or not the application should be accepted. Applications for hire which omit such a statement cannot be accepted. If it becomes apparent, following confirmation of a Hiring, that the purpose for which the Facilities are to be (or are being) used fall outside the terms of the statement made, the Hiring shall be deemed to have been cancelled by the Hirer. When this occurs during the course of a Hiring, those using the Facilities may be required to leave the Building immediately and without compensation.

1.10 Cancellation of Hiring by the Hirer

Any notice of cancellation must be made to the HLPO. If less than 14 days' notice is given, the Hirer will be liable for 50% of the charge.

2 Access to the Building

2.1 Keys

Keys must be collected from a person specified by the HLPO. Please contact the HLPO at least 72 hours prior to the event to arrange collection of the keys. If this contact is not made, or an agreed appointment not honoured, the PCC reserves the right to regard the booking as cancelled by the Hirer. Keys are supplied on the strict understanding that they will not be used for any purpose other than obtaining access to the Building for the purpose of and during the period of the Hiring. They must be returned to the HLPO (or such person as the HLPO may have directed) immediately after completion of the Hiring (in the case of Hirings which are part of a regular block Booking, immediately after completion of the last Hiring covered by that Booking) or at a mutually agreed time soon afterwards. Any loss of keys should be reported to the HLPO immediately. Regular Hirers to whom keys have been issued must ensure that a full & accurate list of key-holders is supplied to the HLPO and kept up to date. If the user has been entrusted with a Church key, it must not be copied.

2.2 Parking

There is no parking at St Antony's Church, but there is parking in surrounding streets.

The Hirer is asked to contact the local police station 14 days before the event if a large number of cars is expected and they will be pleased to offer advice and co-operation.

Hirers and their guests are asked to respect the need for neighbours to gain access to and from their properties by not parking across drives in nearby roads.

3 Hirer's responsibilities

3.1 Condition of the Building

The Building must be left in a clean and tidy condition at the end of each Hiring. Any equipment or furniture used must be replaced in its original location after use. The Hirer must ensure that none of the church chairs, or the school equipment on the stage (including the toys) are used in connection with their Hiring. The Hirer must take good care of the Building, and must not cause damage, or permit or suffer any damage to be done, to the Building. The Hirer shall make good or pay for any damage to the Building (including accidental damage) caused by any act or neglect of himself or any person in the Building by reason of the Hiring.

3.2 Display of items by the Hirer

No posters, advertisements, flags, staging, scenery or other decorations shall be displayed in, upon or about the Building without the previous consent of the PCC. Items must not be added to or removed from noticeboards. Nails, drawing pins, adhesive tape, or other materials, must not be used in a manner which will or may cause damage to the Building. Further, no alterations shall be made to curtains, electric lamps, electrical circuits or wiring, public address installation or stage lighting, without the permission of the Parochial Church Council, or its authorised representative.

3.3 Royalties, etc.

The Hirer shall be responsible for the payment of any royalties or other dues payable by reason of the use in connection with the Hiring of films, videos, sound recordings or any other thing in respect of which the same may be payable. The Hirer shall indemnify the PCC in respect of any liabilities incurred by it as a result of any failure by the Hirer in paying such royalties or other dues.

The Hirer is responsible for obtaining and paying the cost of any licences required from the London Borough of Croydon, the Performing Rights Society, or owners of copyright.

All performances, plays, scenery etc. shall conform to the London Croydon Public Performance Regulations.

3.4 Alcohol/Drugs

No intoxicating liquor shall be sold on the premises or grounds, without the permission of the PCC or its authorised representative (via the Parish Office). Where permission is granted, the Hirer is responsible for complying with licensing requirements. The Hirer shall at all times be responsible for the conduct of those aged under 18 with regard to the consumption of alcohol.

The discovery of the possession of Class A, B or C drugs or the carrying of weapons will result in the police being informed. The entire deposit will be forfeited and the money donated to local drugs charities, or those involved in caring for the victims of violence.

3.5 Smoking

Smoking is prohibited in all parts of the Building.

3.6 Health and safety

The Hirer shall, during the Hiring, be responsible for compliance with the following safety regulations:

- ensuring that no fire exit doors are obstructed
- ensuring the safety of the Building, and the preservation of good order and decency therein
- ensuring the efficient supervision of the Building including the effective control of children, the orderly safe admission and departure of persons to and from the Building, and the orderly and safe clearance of the Building in the event of emergency
- ensuring all the doors and windows are locked prior to vacating the Building.

There is a first aid box in the kitchen which is available for use, as well as an accident book which should be completed in the event of an accident occurring.

3.7 Kitchen

The kitchen may be hired for exclusive use; otherwise, it is to be shared by all users of the Building. No tea, coffee, sugar, fruit squash, or other consumables are provided for the use of Hirers.

3.8 Storage of Hirer's items

The Hirer may not store any items in the Building between Hirings unless with the express permission of the PCC. In this case, a storage fee may be charged. Equipment may only be stored in the area expressly agreed by the PCC. Hirers must in no circumstances use, or otherwise interfere with, equipment stored by another hirer.

3.9 Noise

The Hirer must undertake to avoid any excessive noise - particularly highly-amplified 'disco' music - which would annoy neighbours. No music should be played after 10.30pm. Under no circumstances shall the escape doors of the Hall be opened in order to provide additional ventilation when music is being played. The Hirer must also undertake to avoid noise and disturbance to neighbours when leaving the Hall at the end of the hiring.

3.10 Removal of rubbish

The PCC does not provide any rubbish facilities. Hirers must remove from the premises any rubbish created by their activities.

3.11 Heating

The heating in the main hall may be turned on at the start of a hire period but must be turned off at the end of the session.

3.12 Gas/Electricity

No apparatus may be brought into or near the Hall involving gas under pressure.

If it is proposed to bring any equipment in connection with the catering, the HLPO must be informed. All electrical items are required to have a Portable Appliance Test (PAT) certificate which may be obtained from a qualified electrician.

3.13 Insurance

Hirers must have current Public Liability and Material Damage insurance & may be required to provide written evidence of cover.

3.14 Safeguarding of children and vulnerable adults

Hirers are required to ensure that:

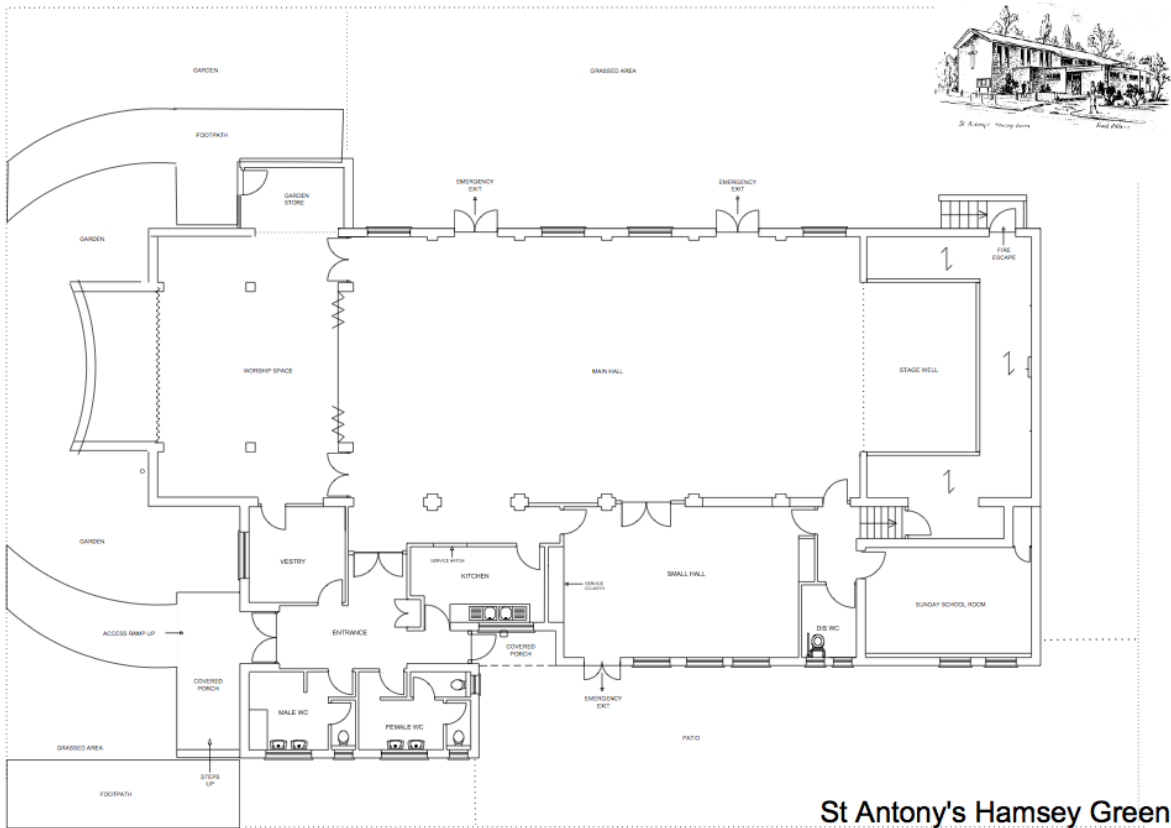
- children and adults who may be vulnerable are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring
- they carry full insurance liability for this.

Copies of the PCC's policies on Safeguarding Children and Vulnerable Adults are enclosed with this agreement. Regular hirers are also required to sign two copies of the form enclosed with this agreement, returning one to the HLPO and retaining the other. A guidance document is enclosed for one-off Hirers.

4 PCC's liabilities

The PCC accepts no responsibility or liability in respect of any damage, theft or loss of any property brought into or left in the Building by the Hirer or others using the Building or any part thereof.

The PCC shall not be responsible for any injury to any person using the Hall, premises or grounds.



St Antony's Hamsey Green

DUP 120815

St Antony's Church

Application for Hire

(Please complete in block capitals; * delete if not applicable)

I (name)

of (address)

(tel no)

on behalf of (organisation, if applicable)

hereby apply for the hire of the following Facilities at St Antony's Church:

- * Main Hall only
- * Main Hall with exclusive use of the kitchen
- * Small Hall only
- * Small Hall with exclusive use of the kitchen
- * Entire building (excluding chapel and private rooms)

for the purpose of (please be specific)

.....

on (date)

from (start time) am/pm * to (end time) am/pm *

If this is a regular block Booking, please also complete the items in the box below

Day and frequency (eg, every Tuesday, third Wednesday of each month, etc)

.....

Commencement date Final date

excluding the following dates (if any):

I have read the General Conditions for Hire and agree that I shall be bound by them, and will draw the conditions to the attention of all those who use the Building during the proposed Hiring. Payments shall be made by BACS and shall be made payable to 'Sanderstead All Saints PCC' Account No :34786996, sort code 55-70-30 and please send remittance advice by email.

	£
• reservation fee (one quarter of total hire fee)	
• deposit	50.00

Signed (Hirer) Date:

St Antony's Church

Please return this form to: The Parish Administrator, All Saints Church, Onslow Gardens, Sanderstead. CR2 9AB