

All Saints' Halls
Onslow Gardens, Sanderstead CR2 9AB

CONDITIONS OF HIRE

INTRODUCTION

This agreement is between the person/persons signing the application form (known hereafter as the "Hirer") and "All Saints' District Church Council" (the DCC).

The DCC shall not be liable to the Hirer for any closure of the premises or interruption of the letting due to any event beyond their control.

Abusive behaviour will not be tolerated towards any employed member of staff or volunteer. You need to comply with any instructions given by the Premises officer. Failure to do so will result in forfeiture of the entire Refundable Damage Deposit. The Premises Officer has the authority of the Team Rector and the Churchwardens to involve the authorities should he deem this necessary.

Maximum Hall Capacities

Large Hall	150
Small Hall	50
Garden Room	30
Green Room	15

As the Hirer, you agree to familiarise yourself with your obligations under Health and Safety Regulations. Furthermore by signing this document you are agreeing to abide by the procedures set out in the Church Health and Safety Policy a copy of which may be obtained from the Parish Office. Please note that it may be necessary to reduce hall capacity if tables and/or other large items of furniture are to be used as part of your event.

The Church accepts no responsibility for the loss of personal possessions or injury sustained to any persons while the Church Halls or Car Park are in the use of the hirer. All users should ensure that they have adequate insurance in force for all legal liabilities that could arise, including death or personal injury, to third parties, or damage to the property or the property of others arising out of their occupation and their activities whilst at the premises. A request to see proof of such insurance may be made from time to time.

Hirers have the free use of the available furniture e.g. tables, chairs, etc. in the Halls. Hirers are expected to make their own arrangements with regard to the putting out and putting away of any furniture used. Regrettably, the DCC cannot provide this service.

These Conditions of Hire are operative as from 1 July 2015 until such time as they may be revised by the DCC.

HEALTH AND SAFETY

INJURY

The DCC shall not be responsible for injury to any person or for the loss or damage to any property belonging to any person using the Hall premises or grounds.

All accidents must be written in the Accident Report Book located next to the First Aid box in the kitchen

GAS/ELECTRICITY	<p>No apparatus may be brought into or near the Hall involving gas under pressure.</p> <p>If it is proposed to bring any equipment in connection with the catering, it must first be approved by the Premises Officer. All electrical items are required to have a Portable Appliance Test (PAT) certificate which may be obtained from a qualified electrician.</p>
FIRE SAFETY	<p>The Hirer agrees to observe all the fire precautions and shall not at any time obstruct or cause obstruction of any gangway, corridor, entrance or exit. Highly flammable substances are not permitted in the Hall. At the commencement of any event the hirer must point out the nearest fire exits and which should be used.</p> <p>Fire Extinguishers are located throughout the hall. It is the responsibility of The Hirer to familiarise themselves with the positions of the nearest Extinguisher according to their activity. If in doubt the Premises Officer will be pleased to assist further and a list of Fire Extinguishers and their locations can be provided.</p> <p>The Fire Brigade should be called to any outbreak of fire, however slight, and the incident reported to the Parish Administrator</p>
	SMOKING IS NOT PERMITTED IN ANY PART OF THE CHURCH BUILDINGS.
LOBBY	No tables, easels or decorations are to be placed in the area between the front door and inside double doors of the Hall Lobby.
RISK ASSESSMENT	The Hirer agrees to undertake a Risk Assessment where appropriate and will provide the Parish Office with a copy of the same 2 weeks prior to the commencement of hire. A pro-forma Risk Assessment document is available from the Parish Office.
LEGAL MATTERS	
ALCOHOL/DRUGS	<p>No intoxicating liquor shall be sold on the premises or grounds, without the permission of the DCC 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.</p> <p><i>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.</i></p>
LICENCES	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.
PUBLIC PERFORMANCES	All performances, plays, scenery, etc. shall conform to the London Borough of Croydon Public Performance Regulations.
RESPONSIBILITIES	

The Hirer shall accept full responsibility for the due observance in all respects of these Conditions of Hire and for the prompt payment of all sums due to the DCC as set out in the Hire Agreement.

The Hirer must be a responsible adult over the age of 18, and must be responsible for orderly behaviour at all times.

The Hirer shall not use the premises for any other purpose than that specified in the Hire Agreement.

The Hirer will occupy and use the premises as a licensee only and no tenancy is intended to be created hereby.

The DCC reserves the right to refuse or cancel a booking without a reason being stated.
The Premises will be available to the Hirer up to 10.00 pm on weekdays and 10.30pm at the latest on Saturdays. No extension of these hours will be granted for any reason whatsoever and the Hall must be vacated by the Hirer and users at the end of the actual hire time. Failure to comply with this condition will result in forfeiture of the entire deposit. NO exceptions will be made in any circumstance. PLEASE NOTE: The Premises Officer, Parish Administrator and Team Rector have no power of negotiation over this matter.

FINANCE

HIRE CHARGES	The amount of the hire and Refundable Damage Deposit is set out annually by the District Church Council (DCC) and is shown on the Schedule of Hire Charges.
DEPOSITS	Bookings made by telephone will be provisional, must be confirmed in writing and will be considered "firm" only upon receipt of a non-returnable deposit of 25% (cash or cheque) of the hire charge together with a signed copy of the Hire Agreement Form (or the full hire fee if the application is made less than 28 days before the booking). In any case, the full charge must be paid no less than 14 days before the booking, or when returning the Hire Agreement Form, if closer to the day of hire. A receipt will be given upon receipt of all payments.
BALANCE	The balance of the hire charge is required not later than fourteen days before the date of hire and may be made in cash or by cheque.
CANCELLATION	Notice of cancellation must be in writing to the Parish Administrator. If less than 14 days' notice is given, the Hirer will be liable for 50% of the charge. The DCC reserves the right to retain all or part of the deposit if cancellation by the Hirer occurs without adequate reason.
PAYMENT	Please make your cheque payable to: Sanderstead All Saints PCC, or pay by BACS to Account no:34786996, Sort code: 55-70-30 and send remittance advice by email, please.
DEPOSIT	A Refundable Damage Deposit will also be required for certain bookings no later than two weeks before the date of the booking. ALL THE ABOVE CONDITIONS WILL BE TAKEN INTO ACCOUNT WHEN CONSIDERING THE RETURN OF THE REFUNDABLE DAMAGE DEPOSIT. FAILURE TO COMPLY WITH ANY OF THESE CONDITIONS MAY RESULT IN THE COMPLETE OR PARTIAL FORFEITURE OF THE REFUNDABLE DEPOSIT. Since all deposit cheques will be cashed, the return of the refundable deposit after the event may take a up to a fortnight.

DAMAGE

Any damage caused to the premises or grounds, or breakages or loss of equipment or property shall be made good by the Hirer or by the DCC at the expense of the Hirer.

The DCC will be under no liability in respect of the damage or theft or loss of any equipment or personal belongings whatsoever brought onto the premises by the Hirer or any persons enjoying the use of the premises for the purpose of the booking.

No posters, placards, photographs, handbills, or advertisements shall be affixed to noticeboards, walls, doors or any part of the buildings without permission of the Premises Officer or any other authorised representative of the DCC. The Hirer shall not use any Blotack, Sellotape, drawing pins or any other adhesive or fixing material which may damage the fabric of the premises.

No staging, scenery, decorations or the like may be affixed to any part of the buildings or alterations made to curtains, electric lamps or fittings, electrical circuits or wiring, public address installation or stage lighting, without the permission of the DCC or its authorised representative (via the Parish Office).

It is illegal to advertise on trees, grit bins, railings and other public property.

Stiletto heels may not be worn on the premises, nor any equipment used which may cause damage to the floor

GOOD PRACTICE

RUBBISH

The Hirer is responsible for clearing halls and removing from the halls and its environs any rubbish, cans, bottles, etc. immediately after the end of the hiring. Rubbish must not be left on the premises nor on the street under any circumstances. Please make every effort to maximise the amount of recycling. **The Church bins are not available for public use, you must physically remove any rubbish that you create.**

NOISE

The DCC are anxious at all times to act as good neighbours towards the surrounding community and, with this in mind, all music must cease at 30 minutes prior to vacating the premises. The Hirer must undertake to avoid any excessive noise - particularly amplified music - which would annoy neighbours, and may not use any socket other than the one designated which is controlled by an electronic cut-out switch when the amplification reaches 95 db.

Under no circumstances shall the windows and escape doors on the south side of the Hall be opened in order to provide additional ventilation.

The Hirer must also undertake to avoid noise and disturbance to neighbours when leaving the Hall and Car Park at the end of the hiring.

PARKING

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 should note that the car park often fills up during busy times and that access is always required to and from the flats behind the building. The drive to the side of the hall and the approach drive outside the hall doors should be left clear at all times to permit access by the emergency services. The Disabled Bay (for 1 car) must be used appropriately. 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 Onslow Gardens and Blenheim Gardens.

CONFETTI

No confetti is to be thrown inside the buildings, car park or churchyard.

SAFEGUARDING	<p>Hirers intending to bring children and vulnerable adults onto the premises are required to notify the DCC and should note that the DCC has a Safeguarding policy. Those intending to hire the premises on a regular basis will receive a full copy of the Policy and will be required to make a declaration that they agree to abide by it. Occasional hirers will receive a letter giving guidance about our expectations.</p> <p>Events for those under 18 must at all times be properly supervised by an adequate number of responsible adults in accordance with the Parish Safeguarding Policy.</p>
FAIR TRADE	<p>All Saints' has signed up to become a <i>Fairtrade</i> church and, therefore we would heartily encourage our hirers to use Fairtrade goods when catering whenever possible. Visit www.fairtrade.org.uk for more information.</p>
AFTER USE	<p>After use, the Premises must be left in the same state as they were found, with all rubbish removed. When hiring the kitchen, this must be left spotlessly clean or your refundable deposit will be forfeit. You must remove your rubbish. If you place any rubbish in the recycle bin that is inappropriate, a penalty charge is levied against the church and this will be deducted from your refundable deposit.</p>
ACCESS	<p>The Premises will be opened for the hirer by the Premises Officer or other officer of the DCC. The Premises Officer will return 15 minutes prior to the end of the booking period. An authorised representative of the DCC shall have the right of access to the premises at all times and the Hirer shall comply with all instructions of the Premises Officer or other authorised person, whether verbal or written. Please ensure that you replace the chains at the entrance when you leave.</p> <p>The Hirer agrees to ensure that the premises are not left unattended during the period of the booking without arrangements for the security of the premises having been made with the Premises Officer or Parish Administrator.</p> <p>The Hirer must use only those spaces specified in the application form at the time of booking.</p>
SAFETY	<p>A First Aid Box is located in the kitchen.</p>

Team Rector Chairman, All Saints' District Church Council 14th June 2016

All Saints', Sanderstead Hall Hire Agreement

NAME OF GROUP/ORGANISATION _____

I/WE ACKNOWLEDGE RECEIPT OF THE CONDITIONS OF HIRE OF ALL SAINTS' CHURCH HALL, SANDERSTEAD, AND AGREE TO ABIDE THEREBY. I/WE CONFIRM THAT I/WE HAVE RECEIVED A COPY OF THESE CONDITIONS FOR MY/OUR RETENTION.

DATE(S) OF HIRE	TIME FROM TO
PARTS OF PREMISES HIRED LARGE HALL SMALL HALL KITCHEN GARDEN ROOM GREEN ROOM	OTHER REQUIREMENTS
SIGNED	TELEPHONE NO.
ADDRESS	INCLUSIVE CHARGE £ DEPOSIT ENCLOSED £
DATE	BALANCE DUE £

ONE COPY OF THIS FORM WITH DEPOSIT TO BE RETURNED BY _____

(Date)

REFUNDABLE DEPOSIT £ _____

BALANCE DUE _____

(Date)

In signing the Application Form, the Hirer agrees not to use or suffer the Premises or any part thereof to be used for illegal, immoral or irreverent purposes or for any purpose in conflict with the practice and beliefs of the Church of England. The DCC welcomes the use of the Premises by members of non-Christian faith communities for cultural and other ceremonies, but reserves the right to enquire of the nature of these ceremonies and to refuse or cancel a booking should these activities conflict with Christian practice

Please make your cheque payable to: Sanderstead All Saints PCC, or pay by BACS to Account no:34786996, Sort code: 55-70-30 and send remittance advice by email, please.