

TERMS & CONDITIONS OF HIRE - CHURCH HALL

Definitions

'Hirer' means the organisation and/or its representative hiring the Church

'PCC' means the Parochial Church Council and/or its officers

'Church Hall means the Church Hall, kitchen, lobby areas and grounds of St Saviour's Church, Eastbourne

By completing the booking form to hire the Church Hall, the Hirer agrees to the following terms and conditions:

Hirer

The Hirer and any deputy must be a responsible adult aged 18 years or over. The Hirer and any deputy accept full responsibility for being in charge of and remaining on the premises throughout the entire period of the hire to ensure all conditions are complied with.

Security and Health & Safety

The Hirer must appoint a named person, either themselves, a deputy or another person 18 years and over to be responsible for all aspects of security and Health & Safety throughout the period of the hire. The PCC will not accept any responsibility for the safety and security of Church Hall users and their property if this condition is ignored. The Hirer must make a written note of any accidents and report such accidents to the PCC so that they can be recorded in the official Accident Book. The Hirer will be informed of the various Fire Exits and the location of fire-fighting equipment. Such fire exits must not be blocked by chairs or musical equipment. In the event of fire the Hirer will report to the Fire & Rescue services and account for everyone attending the event or function. It is against the law to allow smoking anywhere on the Church Hall premises or in the Church grounds.

Environmental Considerations

Noise shall not be emitted from the premises such as to cause persons in the neighbourhood to be unreasonably disturbed, and all reasonable steps must be taken to ensure that persons, when leaving the premises, do not cause annoyance to others

Period of Hire and Cost

The period of hire shall be agreed at the time of booking. Generally, hire will not commence before 09.00 hrs. The hire period will end no later than 23.00hrs, unless previously agreed in writing. Hiring is charged by the hour or part thereof. The current standard charge for the Church Hall and kitchen is £18.00 per hour (minimum 2 hours) or part thereof. VAT is not applicable.

Facilities Provided

Hiring the Church Hall provides: the Church Hall room, and use of the kitchen, toilets and lobbies. There is no internal access to the Church, unless the Church is also being hired. The Vicarage is private property, no access is allowed to the Vicarage grounds except in an emergency.

Kitchen

The Church Hall kitchen is fitted with 'professional catering' standard fitments. These include ovens and hobs, a constant boiling water unit for teas and coffees, refrigerator, rinse-off sink, washing-up sink, and hand-wash basin, together with cups, saucers, tea-plates and tea-spoons. The dish-washing machine is NOT available to hirers. Those hiring the Church Hall for the first time will be given guidance on the kitchen and its equipment. At the end of the hire all waste food and food packaging must be cleared up and taken away. Surfaces wiped clean with hot soapy water. The refrigerator should be left on and running, but all other electrical equipment and services must be switched off.

Food & Drink

St Saviour's Church is a consecrated place of worship. The consumption of food and drink of any kind is not allowed in the Church itself. ***The PCC is very strict on this point.*** Any contravention may lead to the cancellation of the booking. The Hirer must ensure that all rubbish, food and drink containers etc. are cleared up and taken away.

Children

The Hirer should ensure that children are supervised and protected at all times. The PCC's child protection measures do not extend to children taking part in, or attending events organised by Hirers.

Insurance

Owners of musical, recording, and other equipment brought into the Church Hall should ensure that it is safe, fit for the purpose, is appropriately insured and removed on the day of hire (unless otherwise agreed). Hirers running events where tickets are sold, or profits can be made will need their own Public Liability Insurance. The PCC may ask to see evidence of Public Liability cover before confirming the booking.

Car Parking

Hiring the Church Hall does not bring any *right* to park cars. There are a few un-reserved car parking spaces within the Spencer Road car park which are used by worshippers, church visitors, Church Hall users and Hirers on an 'as available' basis. The PCC cannot *guarantee or reserve* car parking spaces for those hiring the Church Hall or Church. The parking bays clearly marked RESERVED and numbered are let on a commercial basis to local businesses. ***These are for the sole use of the licensees and the Hirer must ensure that nobody else parks in these spaces. The ONLY exception to this ruling is evenings after 7pm and Sunday mornings***. Overnight parking, double parking and parking on the paved area in front of the main Church door is not allowed. The wooden access gates to the Vicarage must also be kept clear. The Hirer must ensure that access for the emergency services via the Spencer Road and South Street gates is available at all times. Any violation of these parking rules will result in the enforcement of the mandatory fine (currently £60) as detailed in the notices clearly displayed outside the Church and Church Hall, and the immediate cancellation of the Church or Church Hall booking for the organisation whose member/s are responsible for the violation. All parking is at owners' own risk

Alcohol

The Church Hall is not licensed for the sale of alcohol. Should the Hirer intend to sell wine or provide wine as part of the ticket price, then a Temporary Event Licence (TEN) currently £21.00 must be obtained from Eastbourne Borough Council. The PCC may ask to see evidence of a TEN before the event takes place.

Setting-up, Clearing Away and General Measures

The Hirer should ensure that time is allowed within the hire period for setting-up and clearing away. As a condition of hire, the PCC expects the Church Hall, toilets, kitchen and lobby to be left as the Hirer found it on arrival. Tables and chairs must be cleaned, and returned to their original positions. Litter, raffle tickets, ticket stubs, programmes etc., must be cleared up and taken away. The kitchen floor must be cleaned and left free of any slip hazard. The Officer on duty will report to the PCC any deficiencies which involve them in additional or unreasonable work

The PCC may, at its discretion, impose an additional charge for making good any damage to walls, floors, fittings, fixtures or equipment caused by the hirer.

Deposits & Cancellations

A deposit of £36.00 is required with booking. The PCC will refund the deposit if it is given eight clear weeks' notice of cancellation. If given fewer than eight weeks' notice of cancellation, any refund will be at the PCC's discretion. The PCC reserves the right to cancel/close any hire at once without refund should circumstances dictate such action.

FINALLY: Hirers should ensure that people attending events are made aware of the following: The location of fire-exits. No chewing gum to be left anywhere in the Church Hall or Church grounds. The use of sticky tape and blue-tack to affix items to walls is not permitted. No ball games to be played in the Church Hall or Church grounds.