

CONDITIONS OF HIRE OF THE CHURCH HALLS OF IMMANUEL AND ST ANDREW, 452 STREATHAM HIGH ROAD, SW16 3PY, 8679 6888

- 1 The amount of the hire and refundable security deposit is set out annually by the Parochial Church Council (PCC) and is shown on the rates sheet.
- 2 The person/persons signing the application form shall be known as "the Hirer" and shall accept full responsibility for the due observance in all respects of the Conditions of Hire and for the prompt payment of all sums due to the PCC. The Hirer must be a responsible adult over the age of 18 and will act as guarantor. The Hirer shall not use the premises for any other purpose than that specified in the booking agreement.
- 3 The PCC 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.
- 4 Any booking made by telephone will be provisional. The booking will be confirmed on receipt of a holding deposit of 25% of the hire fee, 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 28 days before the booking, or when returning the application form, if closer to the day of hire. A refundable security deposit is also required no later than 2 weeks before the date of the booking.
- 5 The PCC reserves the right to refuse or cancel a booking without a reason being stated.
- 6 The Premises will be available to the Hirer up to 10.30pm on weekdays and from 9.30am to 11pm **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 at 30 minutes after the end of the booking (weekdays 11pm, Saturdays 11.30pm). Failure to comply with this condition will result in forfeiture of the entire deposit. NO exceptions will be made in any circumstance. **PLEASE NOTE: neither the Hall Caretaker, Parish Administrator nor the Vicar has any power of negotiation over this matter.**
- 7 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 Parish Administrator or Caretaker.
- 8 The maximum number of guests for the Main Hall is 140. The maximum number for the other rooms is: Lower Room: 25; Common Room: 30.
- 9 No bookings will be taken for Sundays, the weeks before Christmas and Easter (Holy Week) or for New Year's Eve.
- 10 The PCC reserves the right to retain all or part of the deposit if cancellation by the Hirer occurs without adequate reason less than one month before the date of the booking.
- 11 The PCC retains the right of entry to the Hall before, during or after any hiring.
- 12 The Premises will be opened for the hirer by the Hall Caretaker or other officer of the PCC and shall be open to a representative of the PCC to enter at any time. The Caretaker will return 15 minutes prior to the end of the booking period. Abusive behaviour or failure to comply with the Caretaker's requests will result in forfeiture of the entire deposit. The Caretaker has the authority of the Vicar and the Churchwardens to involve the authorities should he/she deem this necessary.
- 13 Alcohol may be consumed **but not sold** on the premises. The hirer shall be responsible for ensuring that no person aged under 18 is permitted to consume alcohol and will employ appropriate safeguards in this respect. Should a person under the age of 18 years be found to have consumed alcohol in the premises the hirer shall be liable for any legal action that may be brought as a result.
- 14 Admission charges may **not** be levied for public entertainment events or for events at which alcohol is consumed.
- 15 The discovery of the possession of Class A, B or C drugs or the carrying of weapons will result in the police being informed and the entire deposit will be forfeit.
- 16 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 inimical to the practice and beliefs of the Church of England. The PCC 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.
- 17 The Hirer agrees to observe all fire precautions pertaining to the premises, take note of fire evacuation procedures which are on display in each room of the building and keep fire exits clear at all times. While the church is in use both internal doors and the external glass door to the main street must be kept unlocked to allow emergency exit from both ends of the church itself.
- 18 **IT IS ILLEGAL TO SMOKE IN ANY PART OF THE CHURCH BUILDINGS.** The Hirer should note that the building is fitted with smoke alarms which will be activated by cigarette smoke and cannot be silenced until the smoke has cleared.
- 19 The PCC are anxious at all times to act as good neighbours towards the surrounding community and, with this in mind, all music must cease at 10.30pm. The Hirer should also ensure that persons using the Hall leave

- quietly with respect to local residents. There must be no congregating in St John's car park and no food and drink on the front forecourt. Entry and exit to events in the Main Hall must only be by the front door and not by the rear door in St John's car park.
- 20 The PCC shall not be liable to the Hirer for any closure of the premises or interruption of the hiring due to any event beyond their control.
 - 21 The Hirer shall not use any Blutack, Sellotape, drawing pins or any other adhesive or fixing material which may damage the fabric of the premises. Stiletto heels may not be worn on the premises. Chewing gum is not allowed on the premises.
 - 22 Events for under 18s must at all times be properly supervised by an adequate number of responsible adults.
 - 23 All Hirers will receive a copy of the Parish Safeguarding Policies with reference to children and vulnerable adults and will be required to make a declaration (which will be renewed annually in the case of regular hirers) that they agree to abide by it.
 - 24 The Hirer is required to ensure that children, and adults who may be vulnerable, are protected at all times by taking all reasonable steps to prevent injury, loss or damage occurring. All Hirers must carry full liability insurance for this.
 - 25 Any regular Hirer involved with children or vulnerable adults must have their own safeguarding policy and supply a copy for the PCC. They must also supply evidence that the relevant Criminal Records Bureau checks have been carried out.
 - 26 Children are not allowed in the kitchen.
 - 27 The premises must be left clean and tidy, including the kitchen, toilets and all areas accessed by the Hirer. At the end of the booking the hall and lobby floors should be swept and, if made dirty, the kitchen floor should be washed and all work surfaces cleaned. Toilets and handbasins should be left clean. Basic cleaning equipment will be provided for this purpose.
 - 28 Every portable electrical appliance brought in from elsewhere and used on the premises must have an up-to-date safety certificate and be available for inspection. Hirers are not permitted to bring in supplementary heating appliances.
 - 29 The Hirer is responsible for meeting the cost of repairing all damage done to the premises and of replacing all fittings, equipment and furniture destroyed or made unusable during the time of the hiring, in excess of the amount of the refundable deposit. In addition, the Hirer is primarily responsible for any accident or injury which arises out of their activities whilst using the premises. Accident books are located in the First Aid Box and in the Parish Office and the Hirer is required to complete details of any accident or incident occurring during occupation of the premises which did or could give rise to injury. Details should be completed as soon as possible after the accident or incident but in any case before the premises are vacated by the Hirer.
 - 30 The Hirer must use only those spaces specified in the application form at the time of booking.
 - 31 The Hirer is not permitted to enter the boiler room, except in the event of an emergency, other than to use cleaning equipment and adjust the heating. The Hirer will not allow members of their party to use this as a meeting area. Heating controls should not be touched except by those who have been instructed in their use.
 - 32 For health and safety reasons, due to a lack of an alternative exit, hirers are not permitted to use the Upper Room. They must not access the rear alley at the back of the hall and church, except in an emergency.
 - 33 Rubbish must be placed in black sacks and deposited in the grey bin situated to the rear of the building in St John's House Car Park (access via rear fire exits). If the bin is full, additional rubbish **must not be left on the premises, on the street, or in St John's House Car Park but must be removed for disposal by the Hirer.** Recyclable material (glass and plastic bottles, tins and paper and card uncontaminated by food) must be placed in the green recycling bin. Orange sacks are provided for this purpose.
 - 34 The St Johns House car park is private property and must not be used for parking.
 - 35 The PCC holds its own Public Liability Insurance but the Hirer's own public liability insurance cover must extend to include the organising of such an event or activity as is planned on the premises.
 - 36 During the period of hire, the Hirer is responsible for orderly behaviour of guests/members on the premises
 - 37 The Hirer will occupy and use the Premises as a Licensee only and no tenancy is intended to be created hereby.

ALL THE ABOVE CONDITIONS WILL BE TAKEN INTO ACCOUNT WHEN CONSIDERING THE RETURN OF THE REFUNDABLE SECURITY DEPOSIT. FAILURE TO COMPLY WITH ANY OF THESE CONDITIONS MAY RESULT IN THE COMPLETE OR PARTIAL FORFEITURE OF THE REFUNDABLE DEPOSIT. All deposit cheques will be cashed so the return of the refundable deposit after the event may take a couple of weeks. Deposits will be returned by cheque, even if originally paid in cash.