ST THOMAS THE APOSTLE
BOSTON ROAD, HANWELL, W7 2AD

CONDITIONS OF HIRE FOR ST THOMAS CHURCH HALL

THE HIRER shall ensure that all requirements governing the use of the premises are complied with and that all personnel employed by the hirer or involved in the activity concerned are advised of these conditions.

THE HIRER shall during the period of hiring, be responsible for supervision and security of the premises including the outside areas, protection of the fabric and contents from damage and the behaviour of all persons on the premises, including use of the car parking arrangements so as to avoid obstruction of the highway or side access roadway.

It is not permitted to use the hall for any religious ceremonies.

The maximum number of people permitted in the main hall is 120 seated.

Provisional bookings – Any 'provisional booking' by the Administrator is merely an indication of availability. A firm booking is only made you have received written confirmation of your booking and you have paid the deposit or the full hiring fee.

Refundable deposit (variable amount) to be paid by cash or cheque to the Administrator when collecting the key and to be held & returned within one week of hire provided the hall is left in good order. There will be a £50 charge deducted if rubbish from the event is not taken away. In case of a late cancellation of the booking by the hirer or over-run (see below) any monies owed will be deducted as necessary from this deposit.

Timings - The booking period must include for setting out and putting away all furniture and equipment, as well as cleaning and tidying and removing your rubbish and property, for all of which the Hirer is responsible.

Access is only permissible for the period of time booked. You must vacate the premises at the time stated on your booking form or penalty charges will be incurred.

Saturday bookings must finish by 11.00pm and Sundays bookings are from 1pm to 6.30pm only. A further 30mins for clearing up is acceptable.

Charges for over-run of booking period – These will be charged at the same hourly rate or part thereof except for any over-run after midnight which will be charged at £50 per hour.

Payment of hire charge – The Hirer to pay 50% (or amount agreed by the Administrator) of hire charge on booking with the balance to be paid at least a week before the event and prior to key collection.

Cancellations - The Hirer will be liable for the full hiring fee if the booking is cancelled during the 7 days prior to the event, or 50% of the hiring fee if cancelled 8-21 days before the event.

The PCC has the right to cancel with return of hiring fee, any booking which in their opinion is incompatible with the ethos of the Church as understood by the Incumbent and PCC or which will substantially disrupt or interfere with any Church requirement, service or event.

The PCC reserves the right to cancel any booking if exceptional unforeseen circumstances arise, such as unavailability of facilities or services and will refund the hiring fee.

Exclusions- The PCC reserves the right to exclude from the hall anyone who is under the influence of drugs or alcohol or whose behaviour is unreasonable or contrary to any of these conditions. They may require you and those attending your event to leave the premises and to cancel any further bookings you have, without any refund of charges already paid.

Collection and return of key- The Hirer is responsible for making arrangements to collect the key Please contact Gill Shaw a week before your event to arrange a suitable time for collection. The key will give you access to the side (kitchen) door. The main front doors open from the inside only. All doors must be securely locked when you vacate the hall (unless another hirer or suitable person in authority are present) and the key returned immediately to Gill Shaw 36 Clitherow Avenue W7 2BH.

If the key issued to you is lost, copied or allowed to fall into the hands of a third party without our consent, the Hirer will be liable for any loss or damage suffered as a consequence and for the cost of replacing the key or replacing all relevant locks and all keys for them.

THE HIRER must ensure that:

a) **A responsible person** is present on the premises at all times during the period of hire
b) **Those attending keep within the parts of the hall agreed** at the time of booking and do not cause nuisance or inconvenience to other users of the premises, neighbours or the public. Please ensure that your event does not extend outside the hall and **as far as possible keep all doors closed so any noise will be contained within the hall.**
c) **Children attending your event are properly supervised** and to conform with the Church's Safeguarding Policy, at least two adults must be present during all activities involving children (under 18 years old) and where applicable that they have had a full DBS check.
d) They **familiarise themselves with the position and status of escape routes and exits** and fire- fighting equipment. The main fire exits from the main hall, which must be kept clear from obstructions are the 2 main front doors and the 2 push bar opening double doors to rear side walls of the hall which lead directly outside. If you are using the stage, please unhook the chain to the rear fire door and remove padlock to gate as per instructions on fire escape door. Please note there is no landline telephone on the premises. Fire safety guidance is displayed on the main notice board in the hall.
e) **Smoking is not permitted** in any part of the premises.
f) With the exception of Assistance Dogs, **no dogs or other animals are permitted** in any part of the premises.
g) No placards, notices or other objects may be attached to the structure, furniture or decoration of the hall without consent. **Internal decorations can be fixed to the painted wooden rail and the pipework which run around the main hall. All decorations must be removed after use.**
h) **The hall is left in a clean, tidy and secure condition**. Please note that St Thomas Church uses the hall for its Sunday morning activities, so cleaning cannot be left from a Saturday evening booking

until Sunday. If the hall floor requires cleaning or the kitchen is not left ready for use, you will forfeit your deposit. Cleaning equipment is kept in the kitchen and in the walk-in cupboard within the Gents' toilet.

i) **ALL RUBBISH GENERATED BY YOUR EVENT IS REMOVED FROM THE HALL AND TAKEN AWAY.** Please recycle all glass, cans, cardboard in the BLUE recycling bins outside the kitchen. The BLACK wheelie bins are for use by the Vicar & her family, Church use and our regular hall users only. Please therefore take away all food waste & rubbish from your event. A charge of £50 will be deducted from your deposit if your rubbish is not cleared.

j) **Equipment -** Chairs and Tables are clean and returned to the chair and table store room after use. Please put tables back in the trolleys and stack chairs away from the serving hatch. All cutlery and crockery used must be washed, dried and put away.

k) **Heating** – We have a Nest timer/thermostat installed to control the heating remotely. This will be set up to cover the time of hiring to ensure the hall is warm enough for your event.

l) **Sound system –**There is a sound system on the stage which plays through the high level speakers. Plug in and press power button to bottom R/H corner (green light)

THE HIRER shall be responsible for obtaining any local authority or other licences necessary in connection with the booking and shall be responsible for the observance of all regulations imposed by the Licensing justices, the Fire Authority, Local Authority or otherwise.

THE HIRER shall if selling goods on the premises, comply with all relevant fair trading laws and any local codes of practice issued in connection with such sales.

THE HIRER shall if serving food comply with the requirements of Food Safety and Hygiene Regulations

THE HIRER shall be responsible for making adequate arrangements to insure against any third party claims which may lay against the hirer or his/her organisation whilst using the premises.

THE HIRER shall indemnify the PCC against all claims, actions and liabilities arising from the use of the premises and equipment, apart from claims arising from the negligence of the PCC, its employees or agents.

THE HIRER accepts full responsibility for any damage to or theft of PCC property occurring during the period of hire and for any period thereafter during which the hirer, or any participant in the hire, remain on the premises.

THE PCC accepts no responsibility whatsoever and howsoever caused, **for the loss of personal property** brought into or left in the premises during the letting, unless the loss or damage arises as a direct result of the negligence of the PCC its employees or agents.

THE HIRER shall not sub-let or use the premises for any un-lawful purpose or in any un-lawful way or do anything or bring anything onto the premises which may endanger the premises, their users, or any insurance policies relating thereto.

THE HIRER agrees that no equipment will be used without approval of the PCC/ Hall Administrator and that the installation of the hirer's equipment will be carried out by competent personnel.

THE HIRER acknowledges that no tenancy is intended to be created between the PCC and the Hirer and no relationship of landlord and tenant exists.