

St Michael's Church, West Hill,
The Hire of the Church Hall

Conditions of Hire

1. THE HIRER shall normally pay the cost of the booking at least 2 weeks in advance.
The PCC reserves the right to cancel the booking if exceptional unforeseen circumstances arise.
2. IF THE HIRER wishes to cancel the booking and the PCC is unable to arrange a replacement booking, the PCC may at its absolute discretion refund the fees but shall be under no obligation to do so. In the event of the PCC cancelling the booking the fees paid by the Hirer shall be refunded.
3. THE HIRER shall ensure that the Rules of Hiring and Safety governing the use of the premises are complied with.
4. THE HIRER shall during the period of hiring, be responsible for supervision and security of the premises, protection of the fabric and contents from damage, and the behaviour of all persons using the premises, including proper supervision of car parking arrangements so as to avoid obstruction of the highway.
- 5 THE HIRER shall be responsible for obtaining any local authority or other licences necessary in connection with the booking, other than those (if any) already held by the PCC.
6. THE HIRER shall be responsible for making adequate arrangements to insure against any third party claims which may lie against the Hirer or his/her organisation whilst using the premises.
7. THE HIRER shall be responsible for the observance of all regulations affecting the premises imposed by the Licensing Justices, the Fire Authority, the Local Authority or otherwise.
8. THE HIRER shall not sub-let or use the premises for any unlawful purpose or in any unlawful way or do anything or bring onto the premises anything which may endanger the premises, their users, or any insurance policies relating thereto.
9. THE HIRER shall indemnify the PCC in respect of the cost of repair of any damage done to any part of the premises including the curtilage thereof or the contents of the building during or as a result of a booking and in respect of any liability to third parties or otherwise arising out of the use of the premises pursuant to the booking.
10. THE HIRER shall, if selling goods on the premises, comply with all relevant fair trading laws and any local code of practice issued in connection with such sales.
11. No alcohol is to be sold on the premises; including the sale of tickets which include an alcoholic drink without prior discussion with and the express agreement of the PCC.
12. 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 between them.
13. THE HIRER shall be responsible for the safeguarding of children and vulnerable adults at their own activities and events in line with the requirements of the West Hill PCC Safeguarding Policy.

Rules of Hiring

- (a) That the Hirer's Authorised Representative agrees to be present during the Hiring or if this is not possible (eg due to illness), he/she agrees to notify by phone the St Michael's Booking Contact or Hon Treasurer, of the name and phone number of the Hirer's Substitute Representative for that occasion.
- (b) That there is no smoking or vaping on any part of the premises
- (c) That the room is left in the same condition as it was found and that the tables and chairs should be returned to their original positions.
- (d) That the keys available to regular users (for £10 deposit) will be the responsibility of the Hirer's Authorised Representative and will not be loaned to anyone else or duplicated.
- (e) That the Hirer's organisation brings their own tea, coffee and milk for use in the kitchen.
- (f) That on leaving the Narthex, the lights must be switched off and both exit doors locked.
- (g) That the Narthex is not used for political meetings, except at the invitation of the PCC and with the agreement of the Incumbent.
- (h) That the maximum number of people using the Narthex seated at tables must not exceed 60, or alternatively, if all are standing, the maximum number must not exceed 100.
- (i) That the Hirer's Authorised Representative has read and agrees to abide by the Safety Requirements set out below.

Safety

- (a) The Hirer's Authorised Representative is required to familiarise him/her self with the location of the Fire Exits and the Fire Extinguishers in the hall prior to the Hiring.
Both of the hall outside doors must be kept unlocked during the Hiring period so that they are immediately usable in the event of a fire.
- (b) As there is no telephone in the hall, the Hirer's Authorised Representative (or his Substitute) must ensure that a working mobile phone is available for use in case of an emergency.
- (c) Cars should be parked in the Church car park and not in the road.
- (d) In the event of a fire, the hall and church should be evacuated in an orderly manner using the most convenient exit, the Fire Brigade called by dialing 999 and a Church Warden informed immediately