

Holy Saviour Church Hall Standard Booking Terms and Conditions

(Last Updated February 2024)

- The term 'Hirer' in the following conditions shall mean the individual person or where the Hirer is an organisation, their authorised representative.
- The term 'Church' in the following conditions means any member of the PCC of Holy Saviour, Hitchin or a designated position within the Church.
- The Church has the right to refuse an application for hire submitted by any person.
- The Hirer must be aged 18 or over.

Availability and Hours of Use

- Hall hire is subject to availability and to suitability of use as determined by the Church. There will be times when Church needs will take precedence, but every effort will be made to give regular users at least 3 weeks notice.
- Booking times are from unlocking to locking up the Hall.
- Please vacate no later than 10.30 pm, being considerate to our neighbours.
- Any member of the PCC or person in a suitable designated role is authorised to inspect the premises during the letting period without prior notice.
- At the end of the hire period a representative from the Church will attend to lock up (unless prior agreement has been made). Under no circumstances must the Hirer leave the hall unattended and unlocked. If you consider that you may finish early, please request a contact number when the hall is unlocked.

Use of the Facilities

- The Hirer will, during the period of hire, be responsible for the supervision of the premises, the fabric and the contents, their care, safety from damage, however slight, and for the behaviour of all the people using the premises.
- The Church shall have the power summarily to terminate any agreement relating to the hire of the Hall if it is considered that the Hirers have in any way damaged the building, fittings, fixtures or furniture or have subjected them to undue wear and tear or in any other way been guilty of a breach of these conditions.
- The Church reserves the right to reclaim from the Hirer any costs incurred in connection with damage or misuse etc in excess of the deposit.
- The Church reserves the right to reclaim from the Hirer any costs for extra cleaning to restore the hall to normal working order if it is needed as a result of your use.
- The Hirer shall not sub-let the premises or allow the premises to be used for any purpose other than that stated on the booking, and not bring on to the premises anything that may damage or endanger the premises or render invalid any relevant insurance.
- The Hirer is responsible for notifying the Church of any defect in facilities as soon as practicable.
- If the Hirer has responsibility for keys to the hall the Hirer must notify the church immediately of any loss, so that the security of the Hall can be urgently reviewed.
- Key loss may result in an expensive change of locks, for which the Hirer may be charged.
- Personal equipment and possessions brought into the Hall are the responsibility of the Hirer. The Church will not be responsible for any loss or damage.

- The Church will not accept any responsibility for any loss, damage or accidents during the occupation of the Hall.

Formal Procedures

- In using the premises the Hirer shall ensure that the laws relating to alcohol, gaming, betting and lotteries are not contravened, and that the number of persons declared on the booking application occupying the hall is not exceeded.
- **Licences.** The Hall does not hold licences for alcohol sales, gaming, betting or lottery. Apply to North Herts District Council if you want to apply for a Temporary Event Notice, provided the permission of the Church Council has been obtained.
- **Insurance.** Ensure you have the appropriate level of insurance for your public or private events.
- **Safeguarding:** For organisations working with children you must ensure you have a Child Protection Policy in place, including Disclosure and Barring Service checks. *For information consult www.gov.uk/disclosure-barring-service-check/overview*
Church groups can consult the PCC's Safeguarding Officer for further information.

Health and Safety

- This is a **NO SMOKING** hall.
- Make users aware of **fire exits** and the displayed **fire prevention** measures.
- Use the **accident report book** if necessary, sited with the **First Aid Kit** on the wall by the doors to the back corridor.
- In the kitchen, wash your hands in the hand-washing sink (by the door) before all food and drink preparation.
- Follow the instructions provided when using the Lincat water boiler, dishwasher and cooker.
- Electrical Items. Any items used on the premises by professionals hired for the occasion must comply with PAT testing regulations, for example a professional Disco.

During the Hire Period

- To keep the wooden floor in good condition, please:
Don't drag tables and chairs
Refrain from wearing stiletto heels and black soled trainers
Mop spillages up immediately with blue kitchen paper.
Do not use a wet mop; dry-sweep / pad the floor
- Kitchen appliances must be left clean and tidy.
- Clean table surfaces before putting the tables away.
- Stack chairs and return them to their storage place.
- Take away all unused food and drink.
- Sort rubbish into the appropriate dustbins, and take away any surplus if bins are full.

On Departure

- Check all kitchen appliances are OFF, and the kitchen ceiling vent is closed
- Ensure taps in kitchen and in all toilets are turned OFF.
- Check central heating radiator valves are on '3' setting; central heating clock settings should not have been changed.
- Check waste bins have been emptied.

- Check all exits are properly closed.
- Turn off all lights.

Charges

- Occasional Hourly Rate £25 per hour
- Regular Booking Rate (weekly/monthly commitment) £14 per hour
- Three hour children's party booking £65 (£45 members of Holy Saviour congregation)
- Affiliated Church groups £12 per hour
- All bookings require a £60 deposit to be paid

Cancellations

- As much notice as possible is appreciated in such instances.
- We reserve the right to charge for cancellations as follow:
 - Less than 24 hours notice – 50% of agreed charge
 - Less than 7 days notice – 10% of agreed charge

We hope you will enjoy using the Hall and will find it a satisfactory venue. We welcome feedback, good and bad, so we can improve things where we can.

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