

PARISH of GOSSOPS GREEN & BEWBUSH
TERMS & CONDITIONS OF HIRE AND USE

1.	<p>Contact details for bookings The Parish Halls are managed by Bookings Secretaries. All arrangements for use of either halls are made by email for St Albans; hallhire@stalbangossopsgreen.co.uk Bewbush Barn hire@bewbushbarnchurch.org</p>
2.	<p>Contact details of the hirer and that they accept full responsibility. All applicants to hire either halls are required to state on the Application to Hire Form full details of their name, address, telephone number, email address and organisation (if any).</p>
3.	<p>Types of event or activity allowed or excluded</p> <ol style="list-style-type: none"> a) The Parish reserves the right to accept or refuse a letting. b) The hirer shall not sub-let a hiring. c) The hirer shall not use the premises for any purpose other than that described in the Application to Hire Form. d) The hirer must remain on the premises during the hire period.
4.	<p>Helium balloons, glitter, Blu tack and adhesive tape</p> <ol style="list-style-type: none"> a) Adhesive tape should not be used at any time on walls and doors b) The hirer is responsible for removing any adhesive tape, Blu tack or similar non-marking material that has been used c) The use of glitter is <u>discouraged</u> but if used, the hirer is responsible for cleaning away all glitter on chairs, floors and carpets. Failure to do so will result in a fixed fee of £10 deductible from the hirer's deposit to cover the costs of cleaning. d) Helium balloons are allowed at the hirer's risk
5.	<p>The right to refuse a booking without notice. The Parish reserves the right to refuse a booking without notice.</p>
6.	<p>Unforeseen circumstances The Parish cannot be held responsible for the cancellation of hire due to unforeseen circumstances beyond its control.</p>
7.	<p>Time limits on events The planning permission for either halls requires that the Parish may not be open to public use except between the hours of 08:00 to 22.00. The Hire Rates Schedule specifies time periods for which either halls can be hired. These times must be strictly observed.</p>
8.	<p>Unlawful purposes The Halls must not be used for any unlawful purpose or in any unlawful way.</p>
10.	<p>Use and sale of alcohol, licensing, music & films / videos</p> <ol style="list-style-type: none"> a) The premises are not licensed for the sale of Liquor and therefore where it is intended to sell alcohol at any event or function (whether by way of separate sale or by including such in the price of admission tickets) the Hirer is responsible for making arrangements for obtaining the necessary licence for that purpose, which must be presented to the Parish prior to the event. b) The premises are not licensed for music/films& videos. The hirer is responsible for making arrangements for obtaining a PRS licence for that purpose, which must be presented to the Parish prior to the event.
11.	<p>Keys, Security, etc</p> <ol style="list-style-type: none"> a) Access: The Hall(s) will either be opened and closed by the Parish representative or you will be given keys. b) At the end of the period of hire the hirer must switch off the lights, and all appliances, except where otherwise indicated. c) The fridge must be left ON and closed. d) All doors and windows must be closed and locked. e) After closing, check that the front doors are secure. f) All keys should be returned to the booking Secretary

12.	<p>Insurance cover, public liability</p> <ul style="list-style-type: none"> a) The Parish cannot be held responsible for accidents or injuries caused by the negligence of the hirer. b) The Parish will not hire out the premises until it has seen written confirmation from a hirer that it has public liability cover for its activities while the premises are being hired. c) The Parish is not responsible for any loss or damages to property brought onto the premises or car park.
13.	<p>Users must not bring in any electrical heaters or electrical workshop machinery.</p> <ul style="list-style-type: none"> • The use of urns or kettles is specifically prohibited. • Mains operated portable equipment is allowed, but users are responsible for ensuring that it is intrinsically safe in operation. . • The Parish may request evidence that all such appliances have been correctly maintained and subject to routine inspection and testing. • If evidence cannot be shown on request, the equipment may not be used. • Evidence of PAT testing would meet this requirement.
14.	<p>“In case of Fire” and Fire Officer approval of event seating etc.</p> <ul style="list-style-type: none"> a) The hirer shall familiarise him / herself with the location of firefighting equipment and the means of escape in case of fire and shall keep all exits clear and ensure that all other persons are aware b) In the event of fire, it is the hirer’s responsibility to alert the emergency services. c) It is recommended that hirers keep a register of attendees particularly when these include children. The hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, Local Magistrate’s Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar. d) Please do not take any action that may risk your safety and/or the safety of those in your care.
15.	<p>Accidents, Health and Safety and hazardous materials</p> <p>The hirer must report all accidents involving injury to the public to a member of Parish as soon as possible. An accident reporting form is provided in the Parish for this purpose. Certain types of accident or injury must be reported to the local authority. This is in accordance with the Executive Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. Should any accident or incident occur, <u>no matter how small</u> it MUST be recorded in the accident book which can be found in the kitchen area.</p>
16.	<p>Safeguarding</p> <ul style="list-style-type: none"> a) By making this booking you are agreeing to the Diocese of Chichester's Safeguarding of children and vulnerable adults policies, copies of which can be found at https://safeguarding.chichester.anglican.org/documents/policy-safeguarding-children-and-adults-church/
17.	<p>Cleaning up afterwards, fault reporting</p> <ul style="list-style-type: none"> a) The hirer is responsible for setting out furniture and putting it away: times booked should take this into account. b) All rooms used must be swept and left clean and tidy, including the WCs. c) All kitchen equipment and crockery must be washed dried and put away. d) All waste material must be taken home with the hirer e) Used disposable nappies may not be left in either halls. Please take them home. f) Faulty equipment, damage found or caused and other matters that will be of concern to Parish must be entered in the Maintenance Reporting Record book in the kitchen g) Blu tack on walls or doors, and all glitter, must be removed from chairs & tables per the conditions laid out in Clause 4 above

18.	<p>Hire fees, deposits and cancellations</p> <ul style="list-style-type: none"> a) These are as set out in the 'Booking Contract Application form. b) A Security Deposit of £100.00 will be required and held as surety against damage or leaving either halls in an unsatisfactory condition. c) Cancellations made by the hirer must be made in writing and acknowledged by the Parish. If the Hirer cancels the booking within the 14 days prior to the hire date the full hire charge is payable. The Security Deposit already paid will be refunded. d) Should the full hire charge not have been paid at the time of cancellation then Security Deposit will be retained to offset the full hire charge. Any difference will either be refunded or invoiced for immediate payment.
20	<p>Review of hire charges</p> <ul style="list-style-type: none"> a) Charges are subject to review and the date on which a function takes place determines the hire rate. b) Regular users and existing hirers will be notified of the new charges, at least two months prior to implementation.
21.	<p>Display of flags, emblems, decorations and advertisements The display of flags, emblems, decorations and advertisements outside the premises is prohibited without the prior consent of the Parish.</p>
22.	<p>Notices and conditions of use displayed in the premises Notices and conditions of use displayed in the premises at the time of hiring are to be complied with and form part of the Conditions of Hire and Use.</p>
23.	<p>Definition of a Community Group for the purposes of Hire of either halls A Community Group is a non-profit-making, constituted organisation that seeks to use either halls to serve the local community.</p>
24.	<p>Review of these Conditions of Hire and Use These Conditions of Hire and Use will be reviewed and may be changed from time to time as necessary.</p>