

# THIS FORM MUST BE COMPLETED FOR OUR INSURANCE

Updated July 2024

## ST. GEORGE'S CHURCH HALL HIRE AGREEMENT

This agreement is made between The Church Hall Committee and the Hirer (1) named below in consideration of the sum mentioned (2):-

The Church Hall Committee agrees to permit the Hirer to use the premises for the purposes at 3 and for the periods at 4 all described below:-

### 1. HIRER .....

Address .....

Telephone ..... Mobile..... e mail address.....

Have you used this hall before?

### 2. HIRE FEE AND DEPOSIT WHERE APPLICABLE

**Rate is £21\* per hour. A £50 cash deposit is required. It may be included in the pre event invoice. This invoice must be settled prior to the event. It if all is ok on departure the deposit will be returned.**

**\*Standard rate £21 per hour  
Charities £19 per hour  
Church members £14 per hour**

### 3. PURPOSE OF HIRE

Is alcohol to be sold during the event? YES/NO If Yes an alcohol licence must be obtained from the Council (see note 5) and shown to the Hall Manager prior to the event and displayed at the event.

Will the event be open to the public? YES/NO

Will you be using music? YES/NO If so, BAND or DISCO or Sound System

Do you require the Main Hall / Committee Room/ kitchen \* an additional £10 is charged for the kitchen.

A dishwasher and hot drinks water boiler are available. Please remember to switch them off on completion..

Children under 12 are not allowed in the kitchen unless supervised by a responsible adult. (Note 24)

**Please answer the above questions on this hiring agreement as it forms part of the contract and any misrepresentation may invalidate the contract.**

The Hirer shall not carry out or permit fly-posting or any unauthorised advertisements around the local area, and shall indemnify The Church Hall Committee against all actions, claims and proceedings arising from a breach of this condition. Failure to observe this may lead to prosecution by the relevant council. Please do not stick items to the walls of the hall with either sellotape, blu tak or drawing pins

4. PERIOD OF HIRE This must include any set up and get out time. You may be charged extra if you exceed these hours.

Date ..... Hours from..... to.....

**These times must include any set up & get out time required.. NB the hall must be vacated by 11.00pm (see General condition 2)**

SIGNED by the person named at 1 on this page .....

**NB In signing this document you agree to be bound by the conditions of hire which are attached hereto.**

Please return to Fiona Ross, the booking secretary at Hall Booking Secretary, St George's Church, St George's Walk, Waterlooville, PO7 7EH. Phone 07840903228. Email hallbookings@stgeorges.church.

# CONDITIONS OF HIRE OF ST GEORGE'S CHURCH HALL

## CHILD PROTECTION

Those making the booking confirm that they are fully aware of the principles contained in the Home Office Code of Practice 'Safe from Harm' and undertake to adopt the recommended practice in all work with children and young people under the age of 16 years.

## GENERAL CONDITIONS OF HIRE

The Hirer agrees with The Church Hall Committee to be present during the hiring and to observe and perform the provisions and stipulations contained or referred to in the Standard Conditions of Hire for the time being in force (an understanding of which the Hirer acknowledges) together with Special Conditions set out in the Schedule overleaf.

If the Hirer is in any doubt as to the meaning of any of the following, a member of The Church Hall Committee should be consulted.

For the purposes of these Conditions the term Hirer shall mean an individual hirer or, where the hirer is an organisation, the authorised representative.

1. The Hirer will, during the period of the hiring, be responsible for supervision of the premises, the fabric and contents, their care, safety from damage however slight, or change of any sort and the behaviour of all persons using the premises in whatever capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway.
2. The Hirer will be responsible
  - (a) for ensuring that guests do not cause interference in the car park during hirings and should not allow guests to congregate in the car park causing disturbance to local residents, and
  - (b) for calling the police immediately if a gate-crasher situation arises which cannot be dealt with quickly and effectively.

Should any disturbance occur due to the noise levels of music, or the behaviour of guests or gatecrashers, resulting in complaints to the Church Hall Committee, whole or part of the deposit may be deducted. **All music must cease by 11.00pm and the hall vacated by 11.30pm**

3. It is the responsibility of the Hirer to ensure that there is no smoking inside the hall building. Any fines levied due to non-compliance will be the responsibility of the Hirer.
4. The Hirer shall not sub-let or use the premises for any purpose other than that described in the hiring agreement nor for any unlawful purpose or in any unlawful way, nor do anything or bring on to the premises anything which may endanger the same or render invalid any insurance policies in respect thereof.
5. The Hirer shall be responsible for obtaining such licences as may be needed for the sale or supply of intoxicating liquor and for the observance of the conditions of the same. A copy of this should be sent to the Hall Secretary and displayed at the point of sale.
6. The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.
7. The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, Local Magistrates Court or otherwise, particularly in connection with any event which includes public dancing or music, or other similar entertainment, or stage plays.
8. **Fire exits must be kept clear at all times and the hirer is responsible for ensuring that all persons present are familiar with the Fire and Evacuation Policy as posted on the noticeboard in the large hall.**
9. The Hirer shall, if preparing, serving or selling food, observe all relevant food, health & hygiene laws.
10. The Hirer shall ensure that no electrical appliances shall be used on the premises without prior permission and that any electrical equipment brought to the premises shall be safe and in good working order and used in a safe manner.
11. The Hirer shall not allow the use of hard balls such as leather footballs, or cricket balls. on any part of the hall premises or grounds.

12. The Hirer shall indemnify the Church Hall Committee for the cost of repair of any damage done to any part of the property or the contents of the buildings which may occur during the period of hiring or as a result of the hiring.
13. If the Hirer wishes to cancel the booking less than one month before the date of the event and the Church Hall Committee is unable to receive a replacement booking, the question of payment or repayment of the fee shall be at the discretion of the Church Hall Committee.
14. The Hirer shall ensure that the minimum of noise is made on arrival and departure.
15. The Hirer shall ensure that no dogs, or other animals, except guide dogs are brought into the hall.
16. At the end of the hiring the Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition, properly locked and secured and any contents temporarily removed from their usual positions properly replaced. The external waste bin must only be used for non recyclable waste arising from the hire. All recyclable materials excluding glass should be placed in the appropriate recycle bins. **Glass items must be removed from the premises.** Under no circumstances must items left over from jumble sales etc be placed in the bin. Failure to comply with this condition will result in a deduction being made from the deposit to cover the cost of taking the items to the local amenity tip.
17. The Hirer will be responsible for ensuring that all lights, heaters and water taps etc. are turned off and that all doors are shut prior to leaving the premises, and for the prompt return of the keys to the key-holder. A deduction will be made from the deposit for any failure to comply with this condition.
18. The Church Hall Committee reserves the right to cancel any hiring in the event of the hall being required for use as a Polling Station for a Parliamentary or Local Government election or bye-election, in which case the Hirer shall be entitled to a refund of all fees and deposit paid.
19. In the event of the hall or any part thereof being rendered unfit for the use for which it has been hired, the Church Hall Committee shall not be liable to the Hirer for any resulting loss or damage whatsoever.
20. The Hirer shall ensure that any activities for children under the age of eight years comply with the Provisions of the Children's Act 1989 and that only fit and proper persons have access to the children.
21. It is the Hirer's sole and complete responsibility to ensure that adequate insurance and indemnity cover exists covering the use of any form of contrivance brought into the hall.. The Church Hall Committee accepts no responsibility for any accident or injury arising from the presence or use of such equipment.
22. The Church Hall Committee reserves the right to cancel or stop any booking at any time before or during the event should any of these booking conditions be breached or, in the opinion of the Church Hall Committee, they have been misled.
23. Hirers must not use blutak or sellotape to stick items to the walls or woodwork.
24. Children under 12 are not allowed in the kitchen unless supervised by a responsible adult
- 25. We regret that the use of bouncy castles, inflatables or trampolines is specifically prohibited.**

#### **SCHEDULE OF SPECIAL CONDITONS**

- A. The Church Hall Committee will not be held responsible for any damage to or loss of property of the Hirer or persons attending the Hirer's function. Vehicles are parked within the hall car park at the owner's risk.
- B. The Church Hall Committee may require payment by the Hirer of a deposit of £50. The Church Hall Committee will refund any deposit within 7 days, less the cost of any rectification needed as a direct result of the use of the hall..**
- C. The Church Hall Committee reserves the right to make a surcharge at its discretion for functions involving music from live bands or discos, in order that the noise levels may be monitored by persons nominated by The Church Hall Committee.
- D. The Health and Safety Policy is available for inspection and a First Aid kit is available in the Disabled Toilet

**PLEASE KEEP THIS AGREEMENT WITH YOU FOR YOUR  
REFERENCE**

July 2024