

ST. MARK'S CHURCH, WORCESTER

CHURCH HALL: CONDITIONS OF HIRE 2011

The Church Hall ("the Hall") is the property of the Parochial Church Council of St. Marks Church, Orchard Street, Worcester WR5 3DW ("the PCC"). Its use is subject to the following terms and conditions:

1. LIABILITY

1.1. The PCC will not be responsible for the loss of or damage to any property of the Hirer(s) of the Hall or any person present during any event taking place in the Hall, surrounding grounds and car park during the period of the Hire or at any other time.

2. LETTING PERIODS & CHARGES

2.1. The Church Hall is available for occasional hire and long term hire. Details of hourly rates may be obtained from the Hall Bookings Secretary, Mrs Val Phillips 01905 358637

2.2. The Hall will not be let to any person under the age of 21 years.

2.3. Lettings cannot be extended beyond 11:00pm.

3. PAYMENT

3.1. A deposit may be required to be paid upon booking. This will NOT be refundable unless the booking is cancelled at the request of the PCC.

3.2. The key holder who opens the Hall for an occasional hirer will collect the fee and issue a receipt.

3.3. Saturday Evening Lettings may be asked for a deposit of £40.00 at the time of booking. This deposit will be offset against the hire fee provided that the letting is conducted in a satisfactory manner and the Hall left in a clean and tidy condition.

3.4. Long Term Lettings. Arrangements for payment are to be agreed with the Hall Bookings Secretary and follow the church hall letting procedures.

3.5. Cheques to be made payable to 'St Mark's PCC' and sent, accompanied by a completed hirer's payment form, to the address shown.

3.6. A receipt will be issued for all deposits and 'balance of payments' from all hall hirers.

4. KEYS TO HALL

4.1. All keys remain the property of the PCC.

4.2. Keys must NOT be given or lent to any third party, nor may the keys be copied.

4.3. For private bookings, where a key holder is not opening up, the keys to the Hall must be obtained by arrangement with the Hall Bookings Secretary and returned to him/her within 24 hours of the end of the hire period.

5. SMOKING

5.1. It is against the law to smoke anywhere on the premises

6. CLEANING ETC.

6.1. Cleaning materials, brushes, mops, dustpans etc. are situated in the Broom Cupboard.

6.2. The Hall, kitchen, toilets and any ancillary rooms used by the Hirer are to be left in a **clean and tidy condition and ready for use by the next hirer/user** before the premises are vacated; **cleaning up later that day or on the following day is NOT permitted.**

6.3. **ALL refuse**, including empty bottles, drink cans, food scraps and other waste **must be removed from the premises.**

7. DECORATIONS

7.1. There is no objection to decorations being placed in the Hall during a hire period, but hirers are requested not to attach decorations etc. to the walls with 'Sellotape' or similar adhesives. All decorations to be removed after the event.

8. BREAKAGES, DAMAGE ETC.

8.1. The Hirer will be held responsible any loss of or damage to the fabric, furniture or fittings in the Hall during the Hire Period. In the event of repairs being necessary, they will be carried out by professional craftsmen to the order of the PCC and the Hirer charged accordingly.

8.2. The Hirer may not make any modifications and/or alterations to the lighting and/or heating installations in the Hall.

8.3. If lights are left switched on at the end of the Hire period, the cost will be charged to the Hirer. If the Hall is left unlocked or windows and/or doors left open, the Hirer may be held responsible for any theft from or damage to the premises that may occur as a result.

9. LICENSING ETC.

9.1. **Alcohol is NOT to be sold** in the Hall. Hirers are NOT permitted to apply for occasional licences for the sale of intoxicating liquor either on or off the premises.

9.2. **The Hall is NOT licensed** for the admission of the general public for dancing, musical performances or dramatic performances. Events of this nature must be strictly private with admission restricted to personal invitation only to friends of the hirer: the general public may not be admitted, no admission charge may be made and such events must not be advertised to the general public.

10. NUISANCE ETC.

10.1. In the event of a discotheque, dance or musical performance being held, the Hirer must ensure that the level of sound is kept to a reasonable level so as not to afford a source of complaint to neighbouring householders.

11. CAR PARKING

11.1. Accessible parking is provided adjacent to the Hall at owners own risk.

12. SAFETY

12.1. The number attending any function or meeting in the Hall is limited to eighty (80) persons. Hirers are responsible for ensuring that there is no 'gate crashing' at functions.

12.2. Hirers must ensure that, during the entire period of the letting, all external doors are kept unlocked, illuminated and free from all obstructions.

12.3. Hirers should note the position of all fire extinguishers. A first aid box is situated in the kitchen.

12.4. Any incidents involving personal injury must be recorded in the Accident Book, which is located with the first aid box in the kitchen. Serious injuries should be reported to the Hall Booking Secretary or a Church Warden.

13. EQUIPMENT

13.1. The following equipment is included in the hire of the Hall: -

Upholstered chairs plus tables of various sizes (additional folding chairs and tables are available upon request). Please return to the perimeter of the hall before vacating same.

Kettles, teapots, crockery, glasses and cutlery are provided in the kitchen – please check at the time of hiring that there are sufficient for your needs.

11. POLICIES AND PROCEDURES

11.1 All hirers of the Church hall must sign to say that either they have their own Safeguarding (Child Protection) and Health and safety policies, or that they will abide by the policies adopted by the PCC (which are displayed on the church hall notice board).

11.2. Hirers are reminded that their activities must comply with the Food Safety (General Food Hygiene) Regulations 1995/Food Safety Act 1990.

**BY ORDER OF THE PAROCHIAL CHURCH COUNCIL OF
ST. MARK IN THE CHERRY ORCHARD, ORCHARD STREET, WORCESTER, WR5 3DW**