

# SACRED HEART PARISH

## CONDITIONS FOR THE HIRE OF HALLS

### BOOKINGS

1. All bookings are made through the Parish Executive Assistant from whom, hire charges currently in force are available.
2. Payment to be made by cash or cheque made out to "Sacred Heart Parish".
3. The fee for this hiring will be £ .....
4. A non-returnable deposit of two (2) hours hiring charge is to be paid at the time of booking for all-day or all-evening functions.
5. An additional **Security Deposit of £250** will be required until after the function. The deposit will be retained in the event of damage, the premises being left in a dirty or untidy state or if the booking overruns.
6. Receipt of the completed booking form together with the **required deposits** and **signed Declaration**, will confirm your booking.
7. Payment for the booking must be received two (2) weeks before the function.
8. Non-receipt of these items within fourteen (14) days will be considered as cancellation of the booking.
9. An additional fee is payable for functions continuing beyond the hours booked at one hour charge increments and will be deducted from the deposit.

### GENERAL CONDITIONS OF HIRE

10. The hirer or person booking a hall or room is responsible for ensuring that the area is left clear and that floors and surfaces are cleaned.
11. Decorations must not be stapled, nailed or attached by adhesive tape to the walls or stage. White tack may be used.
12. Toilets should be checked at the beginning of a letting and at the end to ensure the building is clear before locking up.
13. Failure to leave the facility in a suitable condition for the next user could lead to loss of the deposit and or future bookings.
14. Smoking is forbidden in all inside areas. If smoking outside is permitted by the organiser then cigarettes should be put out in the appropriate dispensers provided. Clearing up of cigarette remains after an event will lead to a deduction from the deposit.
15. Any defects of fittings and furniture should be reported to the Caretaker or Executive Assistant.

### FACILITIES FOR THE DISABLED

16. Wheel chair access is provided to all hall areas.
17. Access to the Parish Lounge is by means of a ramped passage at the rear of the halls.
18. There is a chair lift for entry to the upper hall and hirers should acquaint themselves on its use. The Site Manager can demonstrate the use of the lift in advance of the booking by arrangement.
19. Toilets for disabled persons are available in all hall areas.
20. A hearing loop is installed in each hall area.

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## HEALTH AND SAFETY

21. The person making the booking is responsible for ensuring that the event is run safely and that participants are aware of fire precautions and any safety issue which may be associated with the event. They should consider whether a formal risk assessment is necessary bearing in mind the nature of activities, the numbers and ages of those attending.
22. The hirer should acquaint themselves or their delegated representative of the location of fire extinguishers and fire evacuation routes, wheelchair refuge points and fire assembly point.
23. Fire exits must be left clear and unlocked throughout the duration of any event.
24. First Aid boxes are situated in each hall area. The hirer must acquaint themselves with the location.
25. If first aid is administered during the event, a report must be submitted to the Executive Assistant within two days, stating the injury sustained, treatment administered and items used for the treatment from the first aid box.
26. The hirer must ensure that equipment brought onto the premises conforms to all the safety conditions associated with the equipment and that any electrical equipment is PAT (Portable Appliance Test) compliant.
27. The Caretaker must be informed if items of equipment are to be brought in and has the right to refuse its use during the letting.

## ACCIDENTS

28. If an accident occurs to anyone during your hire, you must ensure that the Parish Executive Assistant receives a report of the incident, the names and contact number of anyone hurt, and of any witnesses. The incident must be noted in the accident book located by the First Aid boxes. If for some reason this is not possible, it must be reported to the Parish Executive Assistant within 48 hours.

## SUPERVISION OF CHILDREN UNDER 16 YEARS

29. The hirer of the church halls has a responsibility under the health and safety legislation for ensuring the safeguarding, care and supervision of children attending their function.
30. They must not allow children to wander unsupervised outside the hall area booked such as stairways and car parking areas.
31. If the hirer wishes to use the grassed areas outside the church, or the balcony off the upper hall they must ensure that responsible adults are designated to supervise these areas.
32. The stage is strictly out of bounds for children unless involved in some form of supervised performance.

## NOISE ABATEMENT

33. **NO MUSIC IS TO BE PLAYED AFTER 11 pm.**
34. A decibel counter is set at 80 decibels and will cut in if noise levels exceed this limit.
35. Under no circumstances is this Decibel Counter to be over-ridden.
36. Bands/Groups using amplifying equipment must be made aware of this limitation.
37. Care must be taken to ensure no nuisance is caused to local residents, e.g. excessive noise during the function or when guests leave the Hall (in the Upper Hall, noise outside is reduced if both sets of access doors and windows are kept closed).

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## KITCHENS

- 38. There is a kitchen attached to each of the Halls.
- 39. No kitchen must be left unattended while any cooking is taking place.
- 40. For an additional charge, crockery, cutlery, glasses, tables, etc. are available for hire.
- 41. A separate form, available from the Parish Executive Assistant, must be completed.
- 42. All items must be washed and dried after use (a dishwasher is available in the Upper & Lower Hall kitchens and there is a lift between these hall). The Caretaker can demonstrate their use in advance of the booking by prior arrangement.

## ALCOHOL

- 43. It is the responsibility of the hirer to ensure that the necessary license or other permissions for any sale of alcohol are obtained, in advance.  
A copy of the license must be sent to the Parish Executive Assistant at least 3 weeks before the function, and must be displayed during the function. ***Please note that if alcohol is included in the purchase price of a ticket for a function this is treated as a sale of alcohol.***

## AT THE END OF THE FUNCTION

- 44. The halls, kitchens and toilets must be left in a clean and tidy state. This entails washing down surfaces in kitchens and sweeping floor areas.
  - 45. All rubbish must be cleared from the area and sorted into recyclable and land-fill. The rubbish must be taken to the refuse area by the Upper Hall and left in the appropriate bins – i.e. recycling or landfill.
  - 46. Landfill refuse placed in a recycling bin may result in the Council refusing to take the rubbish. Failure to comply with correct disposal may result in all or part of your security deposit being forfeited.
- 47. CLEARING-UP TIME IS INCLUDED IN THE PERIOD OF HIRE.**

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**Please sign the declaration over leaf.**

## DECLARATION

I have read the Conditions of Hire and agree to accept full responsibility and to abide by these conditions. I, or a responsible adult delegated by me (whose name will be notified in writing to the Parish Executive Assistant before the start of the function), will be in attendance and will be in charge during the entire function. I accept that any infringement of the conditions may render me liable to additional charges and may lead to non-acceptance of future booking requests.

I attach a cheque for £ ..... in payment of the non-returnable deposit, together with a separate cheque for the Security Deposit of £250, herewith and will pay the full fee, by cash or cheque, two (2) weeks before the date of the function (cheques payable to "Sacred Heart Parish" please).

I would like, by prior arrangement, a demonstration of the chair lift to the Upper Hall (please tick)

I would like, by prior arrangement, a demonstration of the use of the dishwasher for the Upper/Lower Hall kitchen (please tick)

Signed .....

Date .....

Full name (please print) .....

Counter-signed (Parish Executive Assistant)

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