

SACRED HEART PARISH

CONDITIONS FOR THE HIRE OF HALLS

BOOKINGS

1. All matters relating to the use and hire of the halls fall under the responsibility of the Parish Priest who has the final decision in any dispute in concerning the implementation of these conditions. Day to day implementation of the conditions falls to the Parish Executive Assistant and the Parish Caretaker in their respective roles.
2. All bookings are made through the Parish Executive Assistant from whom, hire charges currently in force are available.
3. Payment to be made by cash or cheque made out to "Sacred Heart Parish".
4. The fee for this hiring will be £
5. A deposit of two (2) hours hiring charge is to be paid at the time of booking for all-day or all-evening functions and is subject to the cancellation clause in paragraph 10 below.
6. 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.
7. Receipt of the completed booking form together with the **required deposits** and **signed Declaration**, will confirm your booking.
8. Payment for the booking must be received two (2) weeks before the function.
9. Non-receipt of these items within fourteen (14) days will be considered as cancellation of the booking.
10. An additional fee is payable for functions continuing beyond the hours booked at one-hour charged increments and will be deducted from the deposit.
11. Cancellation
 - a. Cancellation fees will be charged as follows:
 - i. Cancellation within 28 days of the hire date -25% deposit
 - ii. Cancellation within 14 days of the hire date -50% deposit
 - iii. Cancellation less than 48 hours before the hire date will forfeit the whole deposit.
 - b. The Parish Priest reserves the right to cancel a booking by written notice in the event of:
 - i. the premises becoming unfit for the intended use by the Hirer;
 - ii. an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or people at risk of those or similar disasters;
 - iii. the premises being required for use as a polling station for a Parliamentary or Local Government election or by-election
 - iv. the Parish Priest considering that the hiring may be in breach of the Conditions of Hire or any legal or statutory requirements.
 - c. The hire fee and deposit will be refunded in the event of cancellation by the Parish Priest. The Parish Priest shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.
12. The Parish Priest, Parish and Diocesan Trust are not responsible for and shall not be liable for any loss due to any breakdown of machinery, failure of supply of electricity, repair work, leakage of water, Government restriction or act of God, or any other event which is beyond their reasonable control which may cause the Premises to be temporarily closed, or unavailable or the use to be interrupted or cancelled.

Please Initial this
page

GENERAL CONDITIONS OF HIRE

13. 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.
14. Decorations must not be stapled, nailed or attached by adhesive tape to the walls or stage. White tack may be used.
15. Toilets should be checked at the beginning of a letting and at the end to ensure the building is clear before locking up.
16. Failure to leave the facility in a suitable condition for the next user could lead to loss of the deposit and or future bookings.
17. 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.
18. Any defects of fittings and furniture should be reported to the Caretaker or Executive Assistant.

FACILITIES FOR THE DISABLED

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

HEALTH AND SAFETY

24. The Hirer shall ensure that the number of Individuals in the Premises shall not exceed the capacity shown in the Hire Agreement.
25. 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.
26. 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.
27. Fire exits must be left clear and unlocked throughout the duration of any event.
28. First Aid boxes are situated in each hall area. The hirer must acquaint themselves with the location.
29. 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.
30. 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.
31. 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.

Please Initial this page

ACCIDENTS

32. 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

33. 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.
34. They must not allow children to wander unsupervised outside the hall area booked such as stairways and car parking areas.
35. 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.
36. The stage is strictly out of bounds for children unless involved in some form of supervised performance.

NOISE ABATEMENT

37. **NO MUSIC IS TO BE PLAYED AFTER 11 pm.**
38. A decibel counter is set at 80 decibels and will cut in if noise levels exceed this limit.
39. Under no circumstances is this Decibel Counter to be over-ridden.
40. Bands/Groups using amplifying equipment must be made aware of this limitation.
41. 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).

OTHER RESTRICTIONS

42. Nothing of an inflammable or explosive nature may be brought onto the Premises.
43. No additional cooking facilities are to be introduced into the premises.
44. Animals, other than guide dogs, are not permitted inside the building.

Please Initial this
page

KITCHENS

45. There is a kitchen attached to each of the Halls.
46. No kitchen must be left unattended while any cooking is taking place.
47. For an additional charge, crockery, cutlery, glasses, tables, etc. are available for hire.
48. A separate form, available from the Parish Executive Assistant, must be completed.
49. 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

50. 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

51. The parish operates an environmentally friendly policy of waste disposal. Hirers **must** comply with the written instructions that are posted in all kitchens. Failure to use the designated bags provided for general re-cycling, bottles, food and general waste may lead to a loss of deposit.
52. 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.

53. CLEARING-UP TIME IS INCLUDED IN THE PERIOD OF HIRE.

Please Initial this page

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)
.....