

[.....] Church, [.....]

Hall Bookings  
Address:-

Dear.....

Thank you for your recent enquiry. We are pleased to inform you that your application for hiring the Hall or part, as set out below, has been successful.

**Confirmation of Details**

**Application made by:**.....

**Address:**.....

**Telephone Number:**.....

**Name of Group/Club/Society that you represent:** .....

**Date and Time of Application:**

**Date:**..... **Time - From:**..... **To:**.....

**What is the Hall/Room intended to be used for?**.....

**Will the following be required?** (complete as applicable)

Hall	Yes/No
Kitchen	Yes/No
Cutlery and Crockery	Yes/No
Room(s)	Yes/No

**Hire Charges:**

Hall	£	per hour
Room(s)	£	Per hour
Hall & Room(s)	£	per hour
Kitchen	£	per hour

**Cost of Booking:**.....

N.B. Alcohol may be served (but not sold)/may not be served or sold on the premises. If any of the details above are incorrect please let us know as soon as possible. Please read the attached terms and conditions and then sign and return the contract as acceptance of the booking along with full payment for the booking plus the returnable deposit . The deposit will be returned if appropriate.

Yours

**PLEASE ENSURE THAT YOU READ THIS DOCUMENT CAREFULLY  
BEFORE MAKING A BOOKING.**

[.....] **Church Hall**

**TERMS AND CONDITIONS OF USE**

**1. The User**

In these Terms and Conditions the term "the user" shall include the person signing or lodging the application and any person or organisation on whose behalf the application is made, all of whom shall be jointly and severally liable.

**2. Deposit**

The user must pay a minimum deposit of [ ] at the time of booking or at the time of receiving notification that the application has been accepted. Payment of an agreed deposit by regular users also applies.

After the agreed booking, the deposit will be returned to the user less the amount of any unpaid fees and any compensation for damage or breach of any of these conditions.

**3. Cancellation**

The user or the Parochial Church Council (PCC) can cancel the booking not less than [ ] weeks before the booking date. For regular users [ ] month's notice is required by either party. Full refund of all advance deposits and fees will be made in the event of cancellation.

There will be no deposit returned if cancellation is less than [ ] weeks before the reserved date.

**4. Hiring Fees**

(a) The fees should be paid to the Bookings Secretary not less than [ ] weeks before the date of use or by monthly, quarter or annual payments, in advance, as agreed with the Bookings Secretary.

**All cheques should be made payable to the: PCC [ Church ].**

(b) The Bookings Secretary will supply details of hiring fees.

**5. General Conditions of Use**

**5.1 Use of Hall (maximum capacity of [ ] people).**

(a) The PCC has an absolute right to refuse a booking.

**(b) All bookings must end at [ ] (Monday-Friday).**

All property of the user and its agents must be removed before the end of the period of authorised use. This means the hall must be empty at this time. The PCC may sell and retain the proceeds of any property left after the period of authorised use, or store it and charge the user for such storage at the option of the PCC.

(c) [There will be no party bookings taken for Saturday evenings. Any Saturday daytime bookings must end by [ ]pm.]

(d) Sunday bookings can only be in connection with church activities and such bookings will end by [ ]pm.

(e) The user is responsible for the proper conduct of everyone using the Hall during the period of use and shall do his/her best to prevent anyone causing an annoyance or inconvenience to other persons. In particular, the user must keep noise to a reasonable level, having regard for any surrounding residents. Parties with discos or live music groups should keep the main doors closed for this reason. The PCC or its authorised representatives may stop any meeting, entertainment or function, which is not properly conducted.

(f) The user is responsible for the proper conduct of children attending his/her function and shall do his/her best to prevent any child causing an annoyance or inconvenience to other persons. In particular, the user must keep noise made by children to a reasonable level. [and prevent the use of the area at the front of the Hall]

**(g) Children must not be allowed in the Kitchen for safety reasons.**

(h) The Hall may not be used for the sale of alcohol.

(i) The user must ensure that the terms of every statute authorising or regulating how the Hall is used are complied with and that any work to the Hall which any authority acting under any statute requires is done and that any licence or registration which is required or which the PCC requires is obtained renewed and continued (including but not by way of limitation)

**(i)** compliance with statutes governing the preparation serving or selling of food

**(ii)** compliance with statutes governing the sale and consumption of intoxicating liquor

**(iii)** compliance with statutes governing persons working with or caring for children (including their engagement supervision and training)

**(iv)** obtaining any requisite licence for music entertainment dancing concerts or stage performances. In this regard the user will not undertake or permit to take place any licensable activity (sale of alcohol, the provision of regulated entertainment or late night refreshment) on the premises without first having applied for (at least 14 days prior to the event) and obtained a temporary event notice pursuant to the Licensing Act 2003. The user will not apply for a temporary event notice without the prior written approval of the PCC. The user will supply the PCC with a copy of any temporary event notice issued, as soon as possible and in any case before the event. The user will comply with the terms of any temporary event notice and also with the terms of the Licensing Act 2003.

**(v)** compliance with the conditions of such requisite licences

AND the user shall keep the PCC fully indemnified against all losses and demands made against or suffered or incurred by the PCC arising out of all such matters. If the Hall has a Premises Licence, then it shall only be used between the hours and for the purposes set out in that licence. If the PCC has given written permission, the user may apply for an appropriate Temporary Event Licence to the appropriate Council Licensing Department for an additional use or for a period outside these

hours. Users must provide a copy of any such Temporary Event Licence to the PCC immediately and ensure that its requirements are complied with.

(j) All advertisements and publicity for functions held in the Hall must clearly display the name of the person or organisation holding them.

(k) No nails, screws, bolts etc. may be driven into the walls and fixtures of the Hall; and no equipment, furniture or any structures or decorative lighting, posters, placards or notices may be taken into the Hall, or placed or displayed outside it or used there without the previous consent of the PCC, or its sub-committee responsible for the Hall.

(l) The user is responsible for all damage done to the Hall (and any Fixtures and Fittings and Furniture and any other articles in it) during the period of use, whoever may have caused the damage. All damage and breakages must be entered in the damage book.

(m) The User agrees to pay all such rates, taxes, assessments and other liabilities as may be imposed upon the PCC or otherwise solely as a result of the User's use or occupation. If rates, taxes, charges, assessments or other liabilities are imposed upon the PCC or otherwise which are higher than they would otherwise have been but for the User's use or occupation, then the User shall pay all such additional sums

(n) The Hall must be cleaned and all crockery washed up and put away; and all tables and chairs and other furniture returned to where they are normally stored before the end of the period of use.

**Please note that it is the responsibility of the user to remove all rubbish from the Hall, including the surrounding area. If the user fails to observe these conditions the PCC may perform it on behalf of the user and recover the cost from (or when any work is carried out by an employee of the PCC may make a charge to) the user.**

(o) The benefit of a booking may not be assigned or transferred (in whole or in part) and the Hall or any part of it may not be used by any person other than the user.

(p) The PCC does not warrant that the Hall is fit either legally or physically for the suggested use.

(q) The user must ensure that the Race Relations Act 1976 and the Sex Discrimination Act 1975 are complied with.

(r) The user must ensure that there is minimum of [ ] competent attendants on duty at the Hall during the event, none of whom shall be less than 18 years of age.

(s) The user must comply with all conditions and regulations made in respect of the premises by the Fire Authority, or Local Authority in connection with the event.

(t) Highly flammable substances are not to be brought into or used in any part of the Hall nor are internal decorations of a combustible nature (e.g. polystyrene, cotton wool) to be erected without the consent of the PCC. If electrical appliances

are brought to the Hall by the user then the user must ensure that these items are safe and in good working order and used in a safe way.

(u) If food is to be prepared, served or sold then the user must observe all relevant food health and hygiene legislation regulations.

## **5.2 Use of the [ ] Room(s) (maximum capacity [ ] people)**

- (a) All General Conditions apply.
- (b) Further hiring charges are due for the use of the [ ] Room(s).
- (c) Unless the use of the [ ] Room(s) is requested on the application form it will be unavailable during the period of the booking.

## **6. Child Protection**

- 6.1 The signed current Child Protection policy is posted in the Church and Hall. A copy is reproduced overleaf. Hirers are required to read this and ensure that they have their own Child Protection Policy and procedures that are consistent with these standards.
- 6.2 The user is required to ensure that children are protected at all times, by taking all reasonable steps to prevent injury, loss or damage occurring and ensuring all necessary Child Protection checks are undertaken. The PCC accepts no responsibility for the user's failure to comply with these requirements.

## **7. Protection of Vulnerable Adults**

It is the responsibility of the Hirer to ensure the protection of any vulnerable adults using the Hall/Room(s).

## **8. Insurance**

The Hall/Room(s) are fully covered for any claims due to negligence on the PCC's part. However, the user must take out its own insurance, to cover any other claims which may arise in relation to its use of the Hall/Room(s).

## **9. Disclaimer**

The PCC, its agents and servants shall not be liable to the user or to any person using or entering the Hall/Room(s) for personal injury or for damage to, loss or theft of any property brought into the Hall/Room(s), however it may be caused, unless caused by negligence on the part of the PCC. The user shall indemnify the PCC, its officers, agents and servants against all claims made by, and liability to, any person in respect of such damage, loss or theft.

## **10. Parking**

- (a) **ALL** vehicles are parked at owner's risk. The PCC are under no liability to insure against loss, theft or damage to vehicles.
- (b) Users and those authorised by them may use [ ] for parking.
- (c) The Emergency accesses must not be obstructed at any time and must be kept free for emergency services.

## **11. Fire and Emergencies**

- (a) The user is responsible for calling the Fire Brigade to any outbreak of fire however slight and for reporting this immediately to the Emergency telephone number below.
- (b) The user must ensure that all exits, emergency exits and fire appliances are free from obstruction and available for use at all times during the period of use.
- (c) **There is a public telephone [ ]**.



[ ] Church, [ ]

### Hall Booking **Contract**

Booking to commence on:.....

I/We have read the terms and conditions, including extended terms and conditions, for the use of the Hall/Room(s) and agree to abide by them.

Signature:..... Date:.....

Please print name:.....

On behalf of (Organisation):.....

Please return with a deposit of £ ( pounds only).

Cheques to be made payable to: PCC of [ ].

WHERE the user intends to apply for a Temporary Event Notice under Clause 5.1(i)(iv), such application is/is not approved:

.....  
for and on behalf of the PCC

**When completed please return to:**

The Bookings Secretary

Address:.....

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