



**CONDITIONS OF HIRE FOR
St. ANDREW'S CHURCH HALL 2017**

Particulars of Hire

I _____ of _____

Hereby apply for the hire of St. Andrew's Church Hall Barming Heath Maidstone.

On behalf of :

From : _____ am/pm on _____

Until : _____ am/pm on _____

For the purpose of _____

I hereby agree to pay the sum of **£** _____ for such hire, and to observe and perform all of the conditions of the hire. A copy of which has been supplied to me. I understand that the hall is a church hall and will ensure that all guests respect that fact.

A surety deposit of **£100.00** is required which will be returned to the hirer on condition that :-

Surety Deposit Conditions-

Everything is left clean and tidy.

Tables and surfaces are wiped clean.

The toilets are left clean.

Both the kitchen and hall floors have been washed and are clean. The corridors also to be washed if necessary.

ALL rubbish is taken away from the premises **on the day of the hiring.**

Signature

Date

Please leave the hall as you would wish to find it; someone else will be using it after you.

Cheques are to be made payable to **St Andrew's Church Hall**

Crockery, tea pots, urns, and kettles are available for use but would you please provide your own:- **CUTLERY, HAND TOWELS, TEA TOWELS, RUBBISH BAGS, TOILET ROLLS** as required.

A signed copy of this form must be sent to the hall bookings secretary.

It is illegal to smoke in the Church and the Hall

J & M Lakeland , 284 Queens Rd. Maidstone, Kent ME16 0LD

Phone 01622 752234

Email admin@standrewsbarming.co.uk





CONDITIONS OF HIRE FOR St. ANDREW'S CHURCH HALL 2017

1. All applications for the hire of the hall must be on the correct form and forwarded on completion to the current lettings secretary of the St Andrew's Hall Committee (Herein after known as 'the committee'). The person by whom the form is signed shall for all purposes be known as 'the hirer' and be liable as such.
2. All charges must be paid at the time of hiring and no engagement will be booked until payment has been made. **The committee reserves the right to require payment of a surety deposit to cover any damage to the premises.**
3. No copyright or musical work shall be performed or sung without the licence of the owner of the copyright and all such licences shall be produced to the secretary before the commencement of the hiring. The hirer shall indemnify the committee against any infringement of copyright which may occur during the period of the hiring.
4. No stage play shall be performed unless a licence for the use of the hall for that purpose shall have been obtained from the appropriate authority.
5. No excisable liquor shall be brought on to the premises without the prior consent of the committee. Permission may be granted in certain circumstances but **ON NO ACCOUNT WILL THE SALE OF SUCH LIQUOR BE ALLOWED.**
6. The hirer shall not sub let the hall or any part thereof.
7. The committee shall not be responsible for any loss or damage to any property arising out of the hiring, nor for any loss, damage, or injury which may be incurred or be done or happen to any persons resorting to the hall during the hiring arising from any cause whatsoever, or for any loss due to any breakdown of machinery, failure of supply of electricity, supply of gas, leakage of water, fire, government intervention, or act of God which may cause the hall to be temporarily closed or the hiring to be interrupted or cancelled. **The Hirer shall assess their activity for risk and any safeguarding requirements and make provision to deal with such issues as are revealed.** The hirer shall indemnify the committee against any claim which may arise out of the hiring or which may be made by any person resorting to the hall during the hiring in respect of any such loss, damage or injury.
8. The hirer is responsible for keeping good order in the hall during the hiring and the committee may, if it thinks fit, charge the hirer for any expense they may incur for engaging Police Constables to preserve order to, during or after any entertainment or meeting in the hall.
9. The right of entry to the hall is reserved to any member of the committee or any authorised agent of the committee and any Police officer at any time during the hiring.
10. The hirer shall at the expiration of the hire period leave the hall in a clean and orderly state. All refuse shall be removed from the site at the end of the hiring. The committee may, if it thinks fit, charge the hirer for any expense incurred as a result of the hall being left in a dirty or damaged state, and charge to the hirer the cost of remedying any defect or disrepair or, for any damage caused to the hall, furniture, fittings, or equipment (including crockery) during the period of hire. Retaining towards such charge all or any part of any deposit which may have been paid pursuant to clause 2 hereof.
11. No bolts, nails, tacks, screws, etc. shall be driven into any part of the hall, nor shall any placards or other articles be fixed thereto.
12. No flags, emblems or other decorations shall be displayed outside any part of the hall without the consent of the committee.
13. The hirer shall remove any flag, emblem, or other decoration displayed inside the hall if, in the opinion of the committee, it shall be unseemly or expose the hall to an undue risk of fire, or in the opinion of the committee or its agent is likely to lead to a disturbance or a breach of the peace.
14. The hirer shall not permit or suffer to be done on the demised premises anything which may be a nuisance, annoyance, or cause inconvenience to the owners and occupiers of adjoining or neighbouring property.
15. No additional lights or extensions from the existing electric light fittings shall be used.
16. **The hirer shall ensure that all electrical appliances or devices that are connected to the mains power sockets in the Hall or Church have current PAT Tests**
17. **The hirer shall ensure that at the expiry of the period of hiring that all electrical installations are switched off and that all gas and water fittings turned off.** The committee may if it thinks fit, charge the hirer for any extra expense that it may incur as a result of his not complying with this condition of hiring.
18. The hirer shall not use or permit to be used any paraffin heaters in the demised premises.
19. The hirer shall ensure that all vehicles parked outside the hall in connection with the hiring shall be parked in compliance with all relevant local parking restrictions and so as to prevent any possible obstruction to the access way of any adjoining property.
20. The hire of the hall shall be deemed to include the use of the kitchen and toilet facilities only. Any use of the Vestry is to be covered by a separate agreement with the committee.
21. No articles shall be left on the premises at the expiration of the hire without the permission of the committee. No liability will be accepted for loss or damage even if such permission has been granted. The hirer should make suitable arrangements regarding insurance of any article(s) left on the premises.
22. **THE MAXIMUM PERMITTED NUMBER OF PEOPLE ALLOWED IN THE HALL AT ONE TIME IS 75.**
23. **THE RIGHT TO REFUSE THE HIRE OF THE HALL TO ANY PERSON OR ORGANIZATION IS RESERVED TO THE COMMITTEE.**
24. Casual bookings may be cancelled by giving notice of cancellation not less than one week before the date of the hire period. The committee reserve the right to retain all or part of the deposit in lieu of such notice.
25. If due to circumstances beyond its control, the committee have to cancel a booking. The committee shall try to arrange an alternate date by mutual agreement. In the event of no alternative being available then the committee shall not be liable for any consequential losses on the part of the hirer other than the return of the hire charge for that booking.
26. Where multiple dates are booked and invoiced, **NOTIFICATION OF CANCELLATION OF BOOKINGS MUST BE GIVEN AT LEAST ONE PAYMENT PERIOD IN ADVANCE.** This means that where bookings are made and invoiced in blocks of, for example, six weeks then at least six weeks notice of termination of bookings must be given.
27. The committee reserve the right to charge for the full period of notice whether it is utilised by the hirer or not.
28. The periods of notice apply to both the hirer and the committee.

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