

St. Aidan's Church Hall
Chipstead Valley Road, Coulsdon, Surrey, CR5 3BB

Terms and Conditions of Hire

Updated September 2016

1. NO SMOKING

There is a NO SMOKING policy throughout the Hall premises. Violation of this policy will incur the forfeit of the deposit and immediate cessation of the hire agreement.

2. Accommodation

- a. The Marian Room and the Main Hall. The main Hall has a maximum capacity for 120 people.
- b. The Patio Area
- c. The Kitchen
- d. Ladies, Gentleman's and Disabled Toilets, including baby changing facilities
- e. Car Park (subject to availability)

3. Right of Entry

The right of entry to the Hall is reserved to the Clergy, any member of the Parish Council or Lettings Committee, or other persons appointed by the Lettings Committee, and any Police Officer at any time during the hiring.

4. Non-Liability of the Parish, etc. for Loss or Damage

- a. In no circumstances will the Clergy, the Parish Council, or any other parishioner or other persons connected with St. Aidan's Church be liable for any damage, theft or loss of any property goods, articles or things whatsoever placed, deposited, brought into or left upon the premises either by the Hirer for the Hirer's use and purposes or by any person, or left or deposited with any person before-mentioned, and the Hirer must indemnify, and hold the before-mentioned and their servants and agents harmless in respect thereof.
- b. The Clergy, the Parish Council, Lettings Committee, or any other parishioner or other persons connected with St. Aidan's Church shall not be liable for any loss due to any breakdown of machinery, failure of supply of electricity or gas, leakage of water, fire, government restriction or act of God or any other thing which may cause the premises to be temporarily closed or the hiring to be interrupted or cancelled.
- c. **All external Hirer, including Blood Donors, Local councils, Guiding association groups, focus groups and any community led groups, must provide proof of their own Public Liability insurance**

5. Injuries to Persons

The Hirer shall be liable for, and shall indemnify the Clergy, the Parish Council, and other parishioner or other person connected with St. Aidan's Church in respect of any loss, damage or injury which may be incurred by, or be done or happen to, the Hirer or any other person or persons in his employ or any sub-contractors or by or to any other person or persons resorting to the hall by reason of the use of the hired premises by the Hirer.

6. Compliance with Requirements of the Lettings Committee

- a. The Hirer, his servants, agents or contractors shall, during the hiring and during such other times as they or any of them shall be in the hall for the purpose of the hiring comply with all reasonable requirements of the Lettings Committee, Clergy, or any member of the Parish Council.

(Time starts from unlocking to locking up) unless agreed, in writing, by special arrangement with the Lettings Committee.

External Hire

- b. Any Block Booking Hirer wishing to use the premises for any use other than that quoted on the Booking Form must obtain written permission from the Lettings Committee at least two weeks in advance. Special rates will apply for this type of booking.

c. ALL RUBBISH MUST BE CLEARED AND REMOVED BY THE HIRER.

7. Supervision of the Premises

The Hirer during the hiring shall be responsible for:

- a. The enforcement of the NO SMOKING policy.
- b. The efficient supervision of the hired premises, including effective control of children and adults.
- c. The safe and orderly clearance of the premises in case of emergency.
- d. The communication to the proper authorities regarding any emergency.
- e. The safety of the hired premises and any equipment, fixtures or fittings used, and the preservation of good order and decency therein.

8. Cleaning

The Hirer is responsible for the condition of the Church Hall upon completion of their hiring period. The Hirer must provide their own cleaning materials, e.g. brooms, cloths, detergents, refuse sacks etc. **All refuse must be cleared from the premises at the end of each hiring period.** Failure to comply with the cleaning requirements may result in a deduction being made from the deposit or in the case of a block booking an extra charge levied at £20/hour or part of.

9. Drinks and Refreshments (including outside area – see 11 (k))

The Hirers are not allowed to sell any intoxicating drinks or refreshments. The bar may be hired with the hall but only when agreed in writing by the **St. Aidan's Bar Chairman** and subject to the correct fee being paid. Please make enquiries to staidanshallbookings@gmail.com

10. Noise and Disorderly Entertainment

The Hall is located in a residential area, therefore, at all times, noise must be kept to a minimum so as not to disturb the neighbourhood. In accordance with the requirements of the London Borough of Croydon, **all functions must end at 11 p.m.** No music is permitted after this time. The Management reserved the right to close down a function if noise is excessive, or if there is rowdy behaviour and non-co-operation and the deposit will be liable to forfeiture.

No booking will be accepted for a child's disco finishing later than 21.00 hrs (up to and including school year 6)

The Clergy and any member of the Lettings Committee or of the Parish Council or Social Club Committee shall have the right to put an immediate stop to any entertainment, meeting, function or party which, in their opinion, is not properly conducted, or to order a reduction in sound levels or volume of any music or other noise.

11. Protection of the Fabric and Premises

- a. **NO** drawing pins, bolts, nails, tacks, screws, Blu-tack, sellotape or any other type of adhesive or fixative (or similar) may be used in any part of the premises whether inside or outside for display or decoration.
- b. **NO** items of furniture or equipment may be used on the premises that could cause damage to the flooring or the fabric of the building. ALL tables, chairs and other equipment used by the Hirer must have rubber bases or another non-slip material.
- c. **NO** exits may be blocked or Fire appliances removed or tampered with.
- d. **NO** adjustments, alterations or additions may be made to any electrical fittings or wiring.
- e. **NO** animals may come into the premises except Guide Dogs.
- f. **NO** sub-letting by the Hirer is allowed.
- g. Property of the Hirer must be removed immediately after the hire period. A fee of £15. per day, or part, will be charged until the property is removed. This may be deducted from the deposit if necessary. **Block Booking Hirers may negotiate separate storage arrangements and fees.**

External Hire

- h. The Hirer shall not enter the premises, without written permission and subject to 2 weeks notice being given, at any other time than between the hours during which the centre is hired to them. A fee will be charged for any extra hiring. **This includes any outside storage area.**
- i. Catering. The kitchen is available to hire at the appropriate rate. **No catering equipment or cutlery is available.** Crockery is available in kitchen cupboards.
- j. Parking. Please note that there is a Mass in the Church on Saturdays at 6 p.m. The premises must be vacated by 5.30 p.m. Be patient and considerate to other users of the car park when leaving the area. Parking for a Saturday evening function should not begin before 7.30 p.m. to allow sufficient time for parishioners to leave the Church.
- k. The outside area may only be used at the discretion and confirmation in writing of the Lettings Committee. Written permission must be obtained, in advance, from the Lettings Committee before any outside equipment is used and it must be stored correctly at the end of each session.
- l. Any activity using equipment that may have an abrasive or adverse reaction to the flooring and/or fabric of the building, e.g. cooking ingredients, sand, water, paint, play dough etc. must be removed and the affected area/s cleaned thoroughly at the end of each hiring session. The Lettings Committee must be informed and confirmation received, in writing, what substances may be used during the hire period.
- m. It is the responsibility of the hirer to make sure that all doors and windows are locked shut, all lights, including the toilets, are switched off and all rubbish is removed from the premises. Keys must be returned as specified on the booking form.**

12. Cancellation by St. Aidan's

The Lettings Committee may cancel any agreement if the hire premises are required for any purpose in connection with St. Aidan's Church, School or Social Club and in such event the Clergy, Parish Council, any other parishioner or person connected with St. Aidan's Church shall not incur any liability to the Hirer whatsoever other than for the return of any fee paid by the Hirer in respect of such cancelled engagement.

13. Cancellation by the Hirer

If the Hirer shall cancel the hiring of the hired premises for either one or more periods, than the Lettings Committee shall be entitled to retain 50% of the total fee paid in respect of that period provided always that notice of the cancellation of any engagement is received in writing by the Lettings Committee at least 21 days prior to the date on which such engagement would otherwise have taken place, then the Hall Secretary may at his/her discretion repay to the Hirer any amount not exceeding 75% of the total fee paid in respect of such hired period.

14. Loss of Revenue

No liability for loss of revenue to the Hirer due to the being unavailable at time of hire.

15. Notice of cancellation of Long Term Bookings

Written notice of cancellation for long-term bookings, either by the Hirer or St. Aidan's Church, must be given in writing to the **Hall Bookings** c/o St. Aidan's Church, Portnals Road, Coulsdon, CR5 3DD, or at staidanshallbookings@gmail.com will be as follows:-

Booking Term	Length of Written Notice
1 Month	1 Week
2 Months	2 Weeks
3 Months or 1 school term	4 Weeks
6 Months or 2 school terms	8 Weeks
9 Months or 3 school terms	12 Weeks
12 Months	3 Months

All bookings of 3 months or 1 school term or over will be regarded as block booking.

External Hire

16. Hiring Fees

All single booking fees for the hire of the Centre must be received by Hall Bookings six weeks prior to the function date. Block Booking hirers must pay, in full, all fees for each 'block booking' within the first two weeks of their booking, e.g. 3 months or 1 school term within the first two weeks of term; 1 month within the first two weeks of the month; 9 months or 3 school terms within the first two weeks of each term for one terms hire. Failure to comply will result in cancellation of the complete booking and possible forfeiture of the deposit.