

St Matthias Church Hall – Hire Agreement & Guidance Notes for Hall Users



A. The Hall is available for hire between 09.00 and 22.30 hours. (Private parties must finish by 22.00 hours). No hiring may be extended beyond 22.30 hours.

Hirers have access to the Kitchen, which must be cleaned after use.

The Hall is not licensed for public performances, public dances, public discotheques or for the sale of alcohol.

B. Children are not allowed to play in front of the Hall. Users should not congregate outside the Hall or on the public foot path outside the Hall.

C. The Parochial Church Council reserve the right to cancel or change a booking if the Hall is required for Church functions, use as a Polling Station (for a Parliamentary or Local Government Election), or any other exceptional need. Any fee paid for a booking which is subsequently cancelled by the Church, will be refunded. The right is reserved for a representative of the Parochial Church Council to enter the Hall at any time.

E. The maximum number of persons permitted in the Hall is limited to **100**.

F. No electrical appliance or outlet may be altered, modified or tampered with in any way. Normal projection equipment and sound equipment may be used. All electrical equipment used should comply with Electrical Appliances at Work 1989 directive. The sound level should be kept low enough not to disturb people in neighbouring houses (or at other functions in the hall or Church). Small electrical kitchen appliances may be used. The use of other electrical equipment is subject to the permission of the Bookings Secretary. Portable gas appliances or other equipment involving the use of a naked flame is not permitted.

All damage and breakages must be reported to the Bookings Secretary. A charge may be made for the replacement of broken items.

H. **At the end of each hire, the hirer should ensure that all external doors and windows are properly secured.** All the hirer's equipment must be removed from the premises and no rubbish/litter left anywhere on Church property (**YOU MUST TAKE YOUR RUBBISH/LITTER WITH YOU**). The Hall should be cleaned and left in good order with all tables and chairs returned to the correct place.

The Hall does not have any parking facilities. However, there are Pay and Display meters and bays in the surrounding Roads. **Strictly, No Parking is permitted in the Vicarage Grounds.**

J. The Setting up and Cleaning of the Hall, must be included within the time period of your Hire.

K. It is against the law to Smoke anywhere in the Church Hall premises or anywhere on the Church Hall property.

Alcohol consumption (except with/by prior arrangement) is not permitted anywhere on the Church Hall property or grounds.

Adhesive tape or drawing pins must not be used to affix anything to the walls. Cautious use of "Blu -Tac" is acceptable on the wooden dado rail only.

L. Please do not leave any valuable items in the Hall or cupboards. The Church accepts no responsibility for the loss of personal possessions or injury sustained to any persons whilst the Hall is in the use of the hirer. First Aid boxes and report books are located in the Kitchen and the Hall Booking Secretary should be informed of any accident or injury occurring. All accidents are to be recorded in the First Aid Report book

Fire Extinguishers are located along the wall of the Hall and at the outside entrance to the Hall. Users should familiarise themselves with Fire Regulations and Appliances. The Fire Brigade should be called out to any outbreak of fire, however slight, and the incident reported to the Hall Booking Secretary. Highly flammable substances are not permitted in the Hall.

P. Items may only be stored in the Hall with prior agreement of the Bookings Secretary.

The right to refuse any application is reserved to the incumbent and the Parochial Church Council.

Please sign and date to confirm that you have read and agree to the terms of the agreement as listed above.

I Agree to the above terms of this Hall Hire agreement:

Print Name: _____ Signature: _____

Date: _____

Date/s of Hire _____



HALL HIRE APPLICATION FORM

The Parish of St Matthias Church
Wordsworth Road, Stoke Newington, N16 8DD

Note: All Sections of this form are to be completed.

**Name of Organisation/
Individual:**

**Contact Name and
Address:**

Telephone Number:

**Purpose of Hall
Hire:**

Date/s and Day/s of Hire

**Approximate number of persons:
(Not exceeding 100)**

Time/s of Hire

Number of Hours

**Deposit Paid - £150.00. (Delete as
applicable). Cash Only**

**Cost of Hire
at £ Per Hour
(Excluding Deposit)
and Date Paid**

£.....	YES	NO
Date:		

Date Deposit Returned: _____ **Amount Returned:** _____

Received by:(Print name and sign) _____

Name and Signature of Hall User: _____

Name and Signature of Hall Booking Secretary taking Hall Hire Fee (and deposit if applicable).

Date

Other Requirements

(Wheel Chair access and ramps are available. Please request at time of booking).

Conditions of Hire

1. The hirer shall ensure that the “Guidance Notes for Hall Users” {attached} governing the use of the premises are complied with.
2. The hirer shall, during the period of hiring, be responsible for supervision and security of the premises, protection of the fabric and contents from damage and the behaviour of all persons using the premises, including proper supervision of car parking arrangements so as to avoid obstruction of the highway.
3. The hirer shall be responsible for obtaining any local authority or other licences necessary in connection with the booking.
4. The hirer shall be responsible for the observance of all regulations affecting the premises imposed by Licensing Justices, the Fire Authority, the Local Authority or otherwise and must do nothing to contravene the laws of betting, gaming and lotteries.
5. The hirer shall be responsible for making adequate arrangements to insure against third party claims, which may lay against the Hirer or his/her organisation whilst using the premises.
6. The hirer shall not sub-let or use the premises for any unlawful purpose, or in any unlawful way, or don anything or bring on to the premises anything which may endanger the premises, their users, or insurance policies relating thereto.
7. The hirer shall indemnify the PCC in respect of the cost of repair of any damage done to any part of the premises including the curtilage thereof or the contents of the building during or as a result of a booking and in respect of any liability to third parties or otherwise arising out of the use of the premises pursuant to the booking.
8. The hirer shall, if selling goods on the premises, comply with all relevant fair trading laws and any local code of practice issued in connection with such sales. No alcohol should be sold on the premises.
9. The hirer acknowledges that no tenancy is intended to be created between the PCC and the Hirer and no relationship of landlord and tenant exists between them.
- 10. The Parish of St Matthias regards the safe care and protection of children as of the utmost importance. Groups that hire or use the Church Hall Premises are expected to share this concern and make appropriate provision for the protection of children within their care. The hirer, upon accepting and signing this agreement agrees to comply with these regulations.**

I/We undertake to meet the charges detailed overleaf, to take proper care of the premises and to leave them clean, tidy and in good order.

I/We undertake to comply with the “Condition of Hire” {printed above}.

I/We also undertake to comply with the “Guidance of Hall Users” {attached}.

SIGNED _____ DATE _____

Please sign and return this form to the Secretary, Church Warden or Parish Priest