

St Mary Magdalen's Church, Coldean

CHURCH & COMMUNITY HALL: TERMS AND CONDITIONS FOR SINGLE HIRE

We thank you for choosing our hall for your event. Here is a list of terms and conditions for the use of the hall. Your co-operation is very much appreciated.

1. Payments & Fees

1.1 Payment: The hall is charged at an hourly rate. Time spent setting up and clearing away after your event will be charged. Please remember that there may be a group before or after you, so please be prompt with your time keeping. Payments to be made to St Mary Magdalen Church Council bank account.

1.2 Deposit: We understand that accidents happen. A £100 deposit is required, which will be returned if no damage occurs. Deposits to be paid to St Mary Magdalen Church Council bank account at the time of the initial booking.

1.3 Key Collection: Keys can be picked up by arrangement with the booking secretary. They must be returned by the following day at the latest. A £50.00 charge will be made for unreturned or lost keys.

2. Insurance & Claim Indemnity

2.1 Provisions: St Mary Magdalen Church has public liability insurance relating to the negligence of its staff, volunteers, agents and contractors.

2.2 Use: The use of the hall is entirely at the risk of the hirer who should make sure that they have their own insurance for their activities and property.

2.3 Property: St Mary Magdalen Church, Coldean cannot accept responsibility for any loss, damage or liability for any claim for property or personal injury unless it arises as a result of 2.1.

2.4 Personal injury: St Mary Magdalen Church, Coldean accepts no responsibility for personal injury unless it arises as a result of 2.1.

2.5 Users: The hirer is responsible for all persons accessing their service or activity and therefore is responsible for their behaviour and the results of it.

2.6 Risk Assessment: Hirers are required to download and complete a Risk Assessment form and, where necessary, obtain their own Public Liability Insurance.

3. Supervision

3.1 Responsibility: No event may commence without the presence of the individual/s who have read understood and signed the conditions of hire.

3.2 Supervision: Groups should arrange appropriate supervision of their events in order to meet the conditions of hire.

3.3 Decoration: Blutac, Sellotape, and drawing pins are not to be used on the walls or doors. Any damage to paintwork will be charged.

3.4 Noise: Please respect our neighbours. If you play music, please keep the windows on the garden side of the hall closed. Music must end by 11 p.m.

4. Emergencies

4.1 Fire: As the event organiser, it is your duty to ensure that you are aware of fire procedures and brief attendees on fire exit points and assembly points.

4.2 First Aid: Ensure that an appointed first-aider is on hand and that the location of the first aid kit is known. There is a small first aid kit in the kitchen, but for some groups it may be more appropriate to have their own.

4.3 Accidents: All injuries and accidents must be reported to the Hall Secretary and recorded in the accident book.

5. For your safety and security

5.1 Smoking: Smoking in any part of the building is strictly forbidden. Please do not leave your cigarette ends, or any other litter in the car park.

5.2 Chairs: Please do not climb or stand on the chairs as the chair seats may break.

5.3 Kitchen: Please keep children out of the kitchen.

5.4 Ball games: No ball games are to be played in the hall.

5.5 Your personal belongings: St Mary Magdalen Church Council cannot be held responsible for your belongings. Please ensure that your car is locked and valuables are kept out of sight. Cars are not to be left in the car park overnight.

6. Heating & Hot Water

6.1 The boiler room is out of bounds to all. If there are any problems with the heating or hot water, phone 07909 818 038.

7. When you leave

7.1 Leave it clean and tidy: Other people use this hall on a regular basis. Please leave the hall, kitchen and toilets as you would wish to find them.

7.2 Leave Quietly: Please respect our neighbours (some live in very close proximity to the hall), and leave the hall at night quietly.

7.3 Rubbish: Please put your rubbish in bin liners provided and put them into the bins near the vicarage gate. Please ensure the lids to the green bins are securely closed (because of the local wildlife!)

7.4 Re-cycling: Please take glass and plastic bottles, cans, cardboard and paper home for recycling.

7.5 Lock up: Before you secure the building, please ensure that the cooker and extractor fan are turned off at the wall sockets and that all kettles etc. are switched off and unplugged. Please ensure that all windows are securely shut and that the lights are switched off before you bolt and lock the doors.

8. Breach of conditions

Will mean that you will lose your deposit and may face further charges.

I agree to the hire conditions set out within this document and accept full responsibility for the actions of those who attend the event/activity/function and will make all necessary arrangements to ensure the safety of the users and the building at all times, respecting the well being of others using the building.