



TERMS AND CONDITIONS OF HIRE AND USE OF THE HALL

LIABILITY

Liability

THE HIRER shall indemnify the PCC, its officers and employees in respect of the cost of repair of any damage done to any part of the building or its contents during or as a result of a booking (including any loss of income by the PCC arising from the damage) and in respect of any liability to third parties or otherwise arising out of the use of the building pursuant to the booking.

It is the responsibility of THE HIRER to ensure that the building is suitable and safe for the intended purpose of THE HIRER.

THE HIRER is responsible for any accident or injury arising out of the activity for which they have booked the building. The PCC accepts no liability for accidents, injuries, damage and/or loss of personal property as a consequence of any such activity or otherwise as a result of the negligence of THE HIRER. The HIRER is strongly advised to take out appropriate third party liability insurance.

PAYMENT & CANCELLATION

The full fee for the hire of the building (and any cleaning/damage deposit) must be paid at least one calendar month before the date of hire (or at the time of booking, if this is less than one month before the event). The PCC may cancel the booking without notice to THE HIRER if payment is not made by the payment date.

If THE HIRER wishes to cancel the booking, the PCC may, at its absolute discretion, refund all or part of the fee but shall be under no obligation to do so.

The PCC reserves the right to cancel the booking if exceptional unforeseen circumstances arise. In the event of the PCC cancelling the booking for this reason, all fees/deposits paid by the Hirer shall be refunded.

OTHER USE

THE HIRER shall only use the building for the purpose stated on the Booking Form and shall not sub-let or allow any other person(s) to use the premises nor shall they use the building or surrounding areas for any unlawful purpose or in any unlawful way, or do or permit anything or bring or permit to be brought into the building anything which may endanger the building, its users, or any insurance policies relating thereto.

GENERAL

St Stephen's is a CHRISTIAN CHURCH and activities inconsistent with the church's Christian ethos is not allowed in the building. No acts of worship, other than Christian worship, are permitted in the building.

THE PCC reserves the right to refuse bookings without the need to give reasons. The PCC's decision in this matter is final and not open to negotiation.

THE PCC and/or the incumbent or Churchwarden reserves the right to retain all or any part of the sum paid in cleaning/damage deposit to cover losses and expenses incurred by the PCC as a result of damage caused by THE HIRER.

THE HIRER must at all times observe any detailed regulations for use of the building as communicated by the church administrator or caretaker.

ALL ADVERTISING material must be submitted to the church Incumbent or Churchwarden for approval. All such material must clearly display the name of the person or organisation responsible for the event.

EVENING USE: THE HIRER must vacate the building by 8.30pm. No extensions beyond this time can be accepted unless by prior written agreement with the Incumbent or Churchwarden.

NOISE/DISTURBANCE: THE HIRER is responsible for ensuring the avoidance of all unnecessary noise or disturbance likely to cause annoyance to occupants of surrounding properties during the period of hire and on departure.

JOINT HIRERS: Where two or more people are jointly hiring the building, they are jointly and severally liable for compliance with the terms of hire.

CARE OF BUILDING

CARE OF THE BUILDING. THE HIRER is expected to take reasonable care of the building, fittings, equipment and furniture, and in particular is not permitted to put nails, Sellotape, Bluetack or other fixings into the walls, floor or ceiling. The use of these will constitute damage to the building. Glitter/confetti balloons are not permitted as they cause damage to the floor. **SMOKE MACHINES ARE NOT PERMITTED AT ANY TIME AS THE FIRE ALARM WILL BE SET OFF.**

DAMAGE. Any breakages within the building must be reported to the church Incumbent or Churchwarden and will be charged & invoiced to THE HIRER. Fire appliances must only be used in genuine cases of emergency.

THE HIRER shall not interfere in any way with the electrical or gas equipment of the building. No equipment may be switched on or plugged in without prior written consent. Any equipment brought to the building for use shall be effectively earthed and fitted with a 3-pin 13-amp plug fused at not more than 13 amps.

CARETAKER

Generally, the caretaker will open up the building to allow access and will return at the end of the hire period to lock up again. THE HIRER must not leave the building unattended at any time and must wait until the caretaker arrives to lock up.

LOCKING UP. If it is arranged that THE HIRER collects the keys from the church office, they will be issued with instructions for locking the building. These instructions shall be followed at the end of the hire. All fire doors and windows must be closed, all doors locked and all lights switched off (including the church toilets). THE HIRER will be responsible for any additional energy costs, theft or damage to the building which may result from a failure to follow these instructions.

SMOKING is not allowed in any part of the building, including the toilets and the surrounding gardens and car park.

CLEANING UP.

THE HIRER is responsible for –

- leaving the building in a clean and tidy state including restoring any temporarily moved items to their original place both inside and outside in the small garden space. Photographs showing the correct positioning for the furniture when you leave are at the back and front of the hall.
- for the removal of all rubbish from the building at the end of their hire (**THE HIRER is not permitted to use the church bins**) – otherwise a further charge for cleaning will be levied. Please remember to bring your rubbish bags with you.
- Please make sure that all food brought into the building is taken away and not left in the fridge or the freezer. Also check that the outside door to the kitchen is firmly locked.
- If the building is not cleared within 15 minutes of the end of the agreed booking period, THE HIRER will be liable to extra charges at the rate set out in the Booking Form.

SAFEGUARDING

The HIRER must comply with the Church's specific terms and conditions for Safeguarding Children, Young People and Vulnerable Adults (as provided with the booking form). The HIRER must ensure that children, young people and vulnerable adults are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring.

There is a First Aid Box kept in the kitchen.

The vestibule and all exits from the building must be kept free of obstructions at all times.

ACCIDENTS

THE HIRER is required to complete details of any accident or incident occurring during their occupation of the building which gave rise to injury or danger as soon as possible after the accident or incident but in any case before the building is vacated by THE HIRER after the event. A book is provided for this purpose and this is located on the hall noticeboard.

The following information should be recorded:

1. Name, address and telephone number of person(s) injured or affected
2. Exact time and place of the occurrence
3. Detailed description of accident or incident, including a description of any apparatus or equipment involved
4. Name, address and telephone number of any witness(es)
5. Signed witness statements should be obtained if possible

THE HIRER must notify the church administrator as soon as possible after the accident, but in any event within 24 hours. **Any apparatus or equipment involved must be retained for inspection.**

PLEASE DO NOT LEAVE THE BUILDING UNTIL THE KEY HOLDER ARRIVES TO LOCK UP AT THE END OF YOUR SESSION.

October 2025