

ST ANDREW'S HALL & CHURCH
Terms and Conditions of Hire

Welcome to St. Andrew's! Experience has shown that to avoid any disputes we have to ask you to observe the following terms and conditions, which we have tried to keep to a minimum. Thank you.

ALL USERS

1. The hirer accepts responsibility for ensuring that all legal requirements are met, including obtaining whatever **licences** are required for the purpose of the hire, in particular, regarding the consumption of alcohol or entertainments open to the public. **Alcohol** may be consumed on the premises but the sale of alcohol (including where 'free' alcohol is included in a ticket price) is **not permitted** unless a Temporary Event Licence is first obtained. Entertainments open to the public may also require a Temporary Event Licence. For further information, contact the Licensing Team at Reading Borough Council on <http://beta.reading.gov.uk> You must obtain written permission from the Hall Bookings Secretary in advance of making an application to the Council for a Temporary Events License, as there is a Council limit on the number of licenses available per annum for a single venue. If a Temporary Events Licence is applied for without written permission from the Hall Bookings Secretary, the user will not be permitted to use the hall in future.
2. The hirer is responsible for ensuring they have appropriate **insurance**.
3. **Conduct** of persons using the premises remains the responsibility of the Hirer. The hirer should ensure an adequate level of supervision over those present during the period of hire to protect their safety and prevent damage to the building and contents. Please remember that it is a residential area and ensure that appropriate behaviour is maintained. Music is not permitted after 10.45pm and the premises must be vacated by 11pm. Music is not permitted before 9am without the written permission of the Hall Bookings Secretary.
4. The main hall can accommodate a maximum of 120 people.
5. When the **kitchen** is available to hirers of the hall for the preparation of food and drinks, the hirer is responsible for ensuring that relevant **hygiene regulations** are observed. No assumption should be made that crockery, cutlery, tea towels and cleaning materials are available and hirers should arrange to provide their own.
6. Use of the cookers is by arrangement only and will incur an additional charge of £10. The electricity supply is in a locked cupboard and can only be accessed by Church representatives. Hirers must therefore request use of the cookers in advance of their hall booking if needed so that the power supply can be switched on. Hirers using the cookers, should leave them in a clean state i.e. hob wiped clean and no food spills in the ovens. Please pay attention to the cleaning instructions on the wall above the cookers and particularly, to what cleaning materials should and should not be used. Hirers will be charged if the cookers are not cleaned satisfactorily after use or if the cookers are damaged.
7. If you have any specific requirements for **furniture or equipment** during the time of hire please request them at the time of booking.
8. **Setting up and clearing up times** must be included within the hire time as the key holder will only open the premises for the time stated on the hire form. Should the booked time be exceeded, the Church Council reserves the right to increase the hire fee accordingly.
9. During the period of the hiring **access** must be permitted to members of the PCC, or anyone delegated by them, or to any police officer or person carrying out statutory duties.
10. Hirers are not permitted to make any **change to the fabric** or decoration of the building. This includes affixing posters, even temporarily, as pins leave a hole and blu-tack leaves a greasy mark.

11. On leaving the Premises, the building and outside areas (including kitchen, cloakrooms, front steps and car park) should be left in a clean, tidy and secure condition. This includes locking all doors and windows, turning off lights and the hot water urn, clearing away crockery and removing all food waste, bottles and rubbish which may have accumulated. Any litter should be swept up and spillages mopped up. Brooms and dustpan and brush are available in the store room outside the Gents toilet. Spillages in the fridge should be wiped up immediately and unused food items removed promptly. Chairs and tables should be removed from the main hall into the chair store and stacked according to instructions hung on each trolley. If chairs are not stacked correctly there is a danger that they will fall from the trolley, risking injury. The Church Council reserves the right to charge for the costs of any breakages or extra cleaning.
12. The premises, or any part of them, may not be sublet.

ONE-OFF USERS

13. No booking is confirmed until we have received your completed, signed booking forms, damages deposit cheque for £150 and your payment for hire of the hall/church. For one off booking fees totalling less than £120, full payment is required at the time of booking. For all other one off bookings an initial deposit of £50 is required with the booking form and a balancing payment 28 days before the date of hire.
14. On receipt of your booking form, the bookings secretary will email you a confirmation of booking within 14 days to confirm the booking. No booking should be assumed to be secured until this email has been received.
15. Cancellations requested within 28 days of your booking date are non-refundable.
16. Damages deposit cheques are destroyed after the event, once the hall caretaker has confirmed that no damage was done. If you require your deposit cheque to be returned to you instead of being destroyed, or if you require a receipt for your booking payment, please include a stamped addressed envelope with your booking form.

REGULAR HIRERS

17. For **regular bookings** invoices for a term will be issued at half term, so that users pay approximately half their fees in advance and half in arrears. For regular users who make use of the hall during school holidays the Christmas Holiday bookings will be included in the Autumn Term invoice, and Easter Holiday bookings in the Spring Term invoice. For the school summer holiday period an invoice will be issued in mid-August. If you have a genuine need for different invoicing time-scales, please request this, stating your reasons in writing, to the Church Wardens via the bookings secretary.
18. Invoices are payable in full within 14 days of issue. Failure to settle in full in the required time may result in the hirer being required to pay for all future bookings in advance, or in the cancellation of the hirer's future bookings.
19. **Regular hirers** should complete a **Pattern of Hire Form** indicating their normal pattern of hire, which will be used to determine the dates on which the hall will be reserved for them. This pattern will be applied until they either submit a new Pattern of Hire Form, or give notice that they no longer wish to use the hall.
20. Invoices for **regular hirers** will be based on their **Pattern of Hire** form. If no Pattern of Hire form has been completed, then it will be assumed that the Hirer has selected the default option (Option A) and invoices will be issued on this basis.
21. **Regular hirers** are entitled to up to 6 cancellations of individual booked dates per calendar year without being charged; provided that at least one week's notice is given of the cancellation, in writing or via email. If the cancellation is for a date after a termly invoice has been issued for that date, an adjustment will be made to the following term's invoice to correct payments. If no cancellation has been made, or if the hirer has already made 6 cancellations the regular hirer will be invoiced at their normal rate for the session.

22. We reserve the right to decline use of the hall on dates that you have requested to any WEEKLY (term-time or full year) regular user on up to 6 occasions per year, to allow us to use the hall for other purposes including routine maintenance. For regular hirers using the hall on a less frequent basis (e.g. monthly) we reserve the right to very occasionally cancel bookings in this manner. In the event that this is necessary, we will inform you in writing (via email or letter) 1 month before the end of the term preceding the one in which that date falls, or two months in advance, whichever is the longer. In the event that this occurs when you have already been invoiced for the date, the hire charge for that date will be deducted from the next term's invoice. In all events we will keep such cancellations to a minimum.
23. In the event that emergency or urgent maintenance is required to the hall or its immediate surroundings we may need to decline access to all or part of the hall building at shorter notice than that indicated in point 22 or on more occasions than indicated in point 22. We will give you as much notice as possible of this.

Health and Safety Requirements

1. **Smoking** is not allowed in any part of the building.
2. Where **children** or **vulnerable adults** are involved in an activity it is the responsibility of the hirer to ensure they are protected at all times, by taking all reasonable steps to prevent the occurrence of any injury, loss, damage or harm. You will be required to provide details of any child protection policy that you operate, or to agree to abide by the St Andrew's policy, see: www.standrewscaversham.org/safeguarding.htm
3. If the small hall door is being left open while the leaders of an activity are in the large hall, unsupervised children in the small hall (e.g. using the toilets) are unprotected from any member of the public who could enter the hall premises, so please be aware that there are also toilets to the rear of the hall.
4. The PCC shall not be responsible for any loss or damage to any property arising out of the hiring, nor for any loss, damage or injury to any person or persons in and around the Premises during the time of hiring, whether connected with the hiring or not.
5. Hirers must report any breakage, defect or damage to the Premises, its fixtures and fittings in the log book held in the kitchen, or to the booking secretary.
6. Hirers must report any accident or injury in the accident book held in the kitchen.
7. The PCC cannot be responsible for any inconvenience caused by the temporary closing of the Premises due to power failure, water leakage, fire, or government restriction, or for any injury or loss caused by such events, during the time of hire.
8. In an emergency the power in the hall can be cut off in the padlocked main electrical cupboard in the store room outside the Gents toilet. The padlock code is in the 'break glass' box. Instructions to cut off the power are inside the electrical cupboard.
9. An emergency telephone is available in the kitchen.
10. Hirers are responsible for ensuring that suitable fire evacuation procedures are in place and, where appropriate for the length or frequency of hire, that suitably regular fire evacuation drills have occurred.
11. Hirers must ensure that the **Risk Assessment** below has been read and understood prior to the start of the event. The hirer must also make every effort to identify any other potential hazards and take appropriate precautions.

Hazards	Action
1. Fire Exits not accessible.	Ensure all Fire Exits are unlocked when building is in use.
2. Blocked Fire Exits and escape routes.	Ensure all escapes routes are free from obstacles.
3. Faulty or non-PAT-tested equipment.	DO NOT USE
4. Risk of injury from hot or sharp kitchen appliances.	Ensure no person under the age of 16 is unsupervised within the kitchen area when appliances are in use.
5. Risk of slip, trip or falls.	No trailing cables. Any spillages are to be cleared up immediately.
6. Risk to health from the use of unauthorised chemicals, from bleach and cleaning fluids.	DO NOT USE unauthorised chemicals.