

St Edwards Church Hall Terms and Conditions of Use

1. Use of Church Hall, including entrance lobby, kitchen and store ('the Hall').

- The use of the Hall shall be confined to the purpose identified in the licence agreement.
- The Hall, which is adjacent to the Priest's House (Vine Cottage), will normally close no later than 2300 hours. Use after this time must be specified on the licence agreement.

2. Finance.

- A deposit of £100.00 must be made in advance. This is against damage or the need for additional cleaning. It will be returned within a week of the end of the licence period. If additional cleaning is required £25.00 will be retained.
- There is no hire fee. The licensee is requested to make a donation for the utilities and the long-term maintenance of the hall.
- Cheques should be made payable to *St Edward's Church*.

3. Cancellation.

- Cancellation of bookings must be received by the Priest in Charge not less than 48 hours of the event. Cancellation less than 48 hours before the event will forfeit the deposit.
- The Priest in Charge reserves the right to cancel any booking without prior warning or to vary these conditions or the hours of booking.

4. Preparation and cleanliness.

- The user is responsible for setting up the venue.
- Tables and chairs are provided. No other furniture or equipment may be brought into the hall without express permission on the licence.
- The hall must be left in a clean and tidy condition. Rubbish is to be separated into recycling bags, the bags sealed and placed in the marked containers outside in the recess between the Hall and the Church.
- Tables and chairs are to be returned to their original position at the end of use. All windows are to be closed but not key-locked.
- Setting up and clearing up is to be within the overall time on the Licence agreement.

5. Damages and breakages.

- Breakages must be reported to the Priest in Charge within 24 hours of the incident.
- The licensee must indemnify the Church for any damage, however caused, arising during or in respect of the session.
- The licensee shall take all reasonable precautions to ensure and safeguard the safety of persons and Church property by the provision of adequate supervision at all times.

6. Noise and public order.

- The volume of amplified music is to be kept to an acceptable level to avoid causing a nuisance to neighbouring properties, especially Vine Cottage
- Amplified sound must cease at 2300 hours unless specified in the licence agreement.
- Particularly bearing in mind that the premises are part of Church property for which proper respect is required, the licensee will, without question, comply with the requirements of the Parish for the purpose of ensuring public order and decency. The licensee shall be responsible for ensuring that in all cases conduct shall be decent, sober and orderly and nothing contrary to sobriety, decency or good manners shall be performed, produced, exhibited or represented.

7. Indemnification.

- The use of the Hall is entirely at the risk of the licensee. The licensee shall indemnify the Church against all claims, demands, actions or proceedings and any loss, damage or injury which may be brought against or suffered by the Church arising from or in consequence of the non-observance or non-performance of any of these conditions or any act, neglect, default or omission of the licensee, his / her agents or servants, and all claims, demands, actions or proceedings in respect of the death or injury howsoever and by whomsoever caused of or to any person which shall occur or arise from any accident or occurrence which shall happen while such a person is in or on any part of the premises or its environs during the period of the licence or in respect of any loss or damage suffered or sustained by any person in consequence of such death or injury.
- The Church is not responsible for any loss due to any breakdown of machinery, failure of supply of electricity, repair work, leakage of water, Government restriction or act of God, which may cause the premises to be temporarily closed or the use to be interrupted or cancelled. The licensee shall indemnify the Church against any claim, which may arise out of the use in respect of any such loss, damage or injury.
- The licensee shall adequately insure with an Insurance Company to a minimum limit of indemnity of £5,000,000 approved by the Church against the foregoing and produce evidence thereof on demand.

8. Sub-letting.

- The licence is personal to the licensee who may not assign the benefit or interest he / she may have in the premises or sub-let or share possession of any part of the premises.
- The responsibilities of the licensee may not be devolved to external caterers or other suppliers of services for the event taking place.

9. Health and safety.

- The Hall is a **No Smoking** building.
- The licensee is to take all reasonable precautions and make all reasonable efforts to observe all regulations, rules and conditions of licensing which relate to health and safety.
- Nothing of an inflammable or explosive nature may be brought into the premises.

- No additional cooking facilities are to be introduced into the building. Where a barbecue is associated with the event this must be clearly stated on the licence agreement. No barbecue equipment is to be sited within 20 metres of the building.
- Seating arrangements are to include sufficient gangways for emergency evacuation. Both emergency exits (entrance lobby and patio doors) are to be kept clear of obstruction.
- Fire extinguishers are not to be moved from their permanent positions unless there is a fire.
- Caterers and persons used for supply of refreshments are required to observe hygiene regulations and any other reasonable requirements of the local Environmental Health Officer.
- Numbers must not exceed 80 seated or 100 standing.
- The licensee is to familiarise himself / herself with the fire exits, position of fire fighting equipment, and outdoor assembly point (the churchyard cross).
- Animals, other than guide dogs, are not permitted inside the building.
- Electrical equipment, other than that supplied by the Parish, must carry a current Portable Appliance Testing (PAT) certificate.

10. Sale of alcohol.

- The sale of alcohol is prohibited. The licensee may provide his / her own alcohol with the permission of the Parish Priest.

11. Security of property.

- The Church will not accept any responsibility for any loss or damage to articles or equipment left upon the premises.

12. Wall hanging and decorations.

- Nothing may be attached to the walls or ceilings.

13. Licensing.

- The Church is not licensed under the Cinematograph Act.
- Bingo or other forms of permitted gambling (including entertainments such as horseracing if this includes betting) must conform to all statutory and other current gaming regulations.
- The Church does not hold a Public Entertainment Licence, nor, at the present time, a licence for the playing of recorded music.

14. Right of entry.

- The right of entry to the premises is reserved to the Priest in Charge or his deputy for the time being. The Priest in Charge also reserves the right to refuse admission or to ask any person to leave the premises without stating any reason at the time.

15. Child protection.

- A licensee for a children's group or groups must have his / her own child protection procedures and will be expected to follow these. The licensee will be asked to attach a copy of the organisation's own procedures to the licence and by signing the licence affirms that these will be adhered to at all times.
- Any group wishing to make use of the parish hall that does not have its own procedures will be provided with a copy of the Diocesan Child Protection Procedures. The licensee will be required to sign an affirmation undertaking to follow these procedures in relation to use of the hall.

16. Respect for Church, graveyard, and Priest's House.

- While no reasonable publicity display will be refused, the licensee is to respect the location of the Church and its graveyard.
- Access to the Church and to the graveyard by parishioners and the general public may not be impeded.
- The Priest's House and its garden, and the grassed area between the Church and the Priest's House are private property and not available for use.

17. Dogs.

- Dogs, other than assistance dogs, are not permitted on the site or in the buildings.