



## ST JAMES CHURCH HALL GENERAL TERMS AND CONDITION OF HIRE 2022

1. The Parochial Church Council welcomes private hire of the Church Hall at times when these are not required for Church use. Fees etc. are set out overleaf.
2. The hirer is held to be personally responsible for maintaining the safety and good order both within and outside the hall during the period of the hire and is required to be present throughout. The responsible person's details and signed acceptance of this responsibility are included in the user agreement which is required upon payment of the booking fee. See USER AGREEMENT below.
3. The hirer is required by 'Government Health and Safety Legislation' to familiarise themselves and their guests with the position of 'Fire Escape', 'Fire Extinguishers' etc. Fire Exits must be kept clear at all times. The Hall and its environs constitute a non-smoking area and all guests are required to respect this. **The muster point in case of fire is the Ludgershall Car Park which is St James Street.**
4. **Posters, banners etc. must NOT be attached to the walls or acoustic panels of the Hall under any circumstance.**
5. The hirer will need to obtain permission from St James Hall management for the inclusion of alcohol, music etc. to a function, and is responsible to ensure that any required licence has been obtained and copies presented (to the Hall management) before the function commences.
6. For children's toddler groups there is an H&S limit of 20 children. **Please note** we do not provide any storage facilities for toys or equipment.
7. When the Hall is hired for an evening event, the Hall must be vacated and secured by 11pm at the latest. The hirer must advise all guests when leaving the Hall to show respect to and consideration for the people living close by.
8. It is the hirers responsibility to ensure that all lights, water heater and heaters, and electrical appliances be switched 'off' and the Hall secured at the end of the function. If any of the halls property is use i.e. table cloths, tea cloths it is the Hirers responsibility to wash and return the items.
9. The hirers of evening functions need to be aware that the Hall may be booked for the following morning and must, therefore, leave the hall in such condition as to be ready for use the following morning or make arrangements for extra cleaning and pay the costs thereof. Saturday hirers should be particularly aware that the Hall is required by the Church on Sunday mornings.
10. The PCC shall from time to time inspect the condition of the Hall at cessation of a hiring and where necessary, initiate any cleaning/repairs required. The hirer will in such cases incur significant additional charges in order that the condition of the Hall be restored overnight. The PCC reserves the right to terminate a booking or a series of bookings should the above conditions not be met.

11. The St James Street car park is just a minute’s walk from the Hall and is to be used by Hall guests. There are two dedicated parking bays alongside the Hall for loading/unloading, and for blue badge holders and there must not be any parking on the road or on the pavements.

12. St James Church safeguarding policy is available for viewing on the Church Web site stjamesludgershall.com, Church Hall notice board and the notice board in the Church porch.

**Please do not attach anything to the Church Hall walls or Sound Panels as this will cause damage.**

**All waste including glass bottles must be taken take away by the Hirer.**

### ST JAMES CHURCH HALL LUDGERSHALL USER AGREEMENT

I .....Address.....  
.....

Home or Mobile number .....have booked St James Church Hall,  
Ludgershall for the purpose of ..... from.....to.....

I agree to abide by the terms of the Hire as set out in this document and to pay such charges as may necessary to make good any misuse or damage during the Hire.

Hirer (Capital letters please) ..... Signed ..... Date .....

#### **DEPOSIT for Occasional Bookings**

£50.00 (fifty pounds refundable as per the Terms and Conditions) required at the time of confirmation of the booking which is at least one week before the hire period required. If paying by cheque please make payable to St James Church Ludgershall PCC. Deposits will be forfeited in the event of misuse or damage, or where notice of cancelation is less than one week. The deposit is returnable after the hire is complete and the hall and the surrounding area have been inspected and no further cleaning or repair to fixtures, fittings, facilities, or damage or loss of the hall equipment (i.e. tables, chairs, crockery, etc.). Where the deposit does not fully cover damage or loss incurred during the hire, then the hirer will be responsible for the full amount and charged accordingly.

#### **Hall Hire Fees**

£15.50 per hour

£12 per hour for weekly regular bookings

For functions using Dishwashing Facilities, there will be an additional charge of: £10. All Day bookings by negotiation.

**CALLING FOR ASSISTANCE – there is no telephone in the hall. Please make sure you have a mobile to phone for assistance in case of emergency.**

