

PLEASE ENSURE THAT YOU READ THIS DOCUMENT CAREFULLY BEFORE MAKING A BOOKING

TERMS & CONDITIONS OF USE CHRIST CHURCH HALL, MALLING ROAD, SNODLAND, ME6 5EE

1. PUBLIC LIABILITY

The Parochial Church Council (hereafter referred to as the PCC) is under no liability to insure against loss, theft or damage to vehicles, and is not liable for injuries sustained to persons using the premises unless specifically caused by our negligence

The EMERGENCY accesses must NOT be obstructed at any time and must be kept free for Emergency Services

2. THE USER

In these Terms & Conditions the term 'the user' shall include the person signing or lodging the application and any person or organisation on whose behalf the application is made, all of whom shall be jointly and severally liable.

3. EMERGENCIES AND ENQUIRIES

In the event of an emergency it is the responsibility of the hall user to call the relevant emergency services. If there is a fire, the user should ensure that everyone in the hall is evacuated to the car park and seek also to inform one of the following church contacts:

01634 243499; 01634 242109; 01634 240232

4. CANCELLATION

The user or the PCC can cancel the booking not less than 3 weeks before the booking date. For regular users 1 month's notice is required by either party. Full refund of all advance monies will be made in the event of cancellation. There will be no refund if cancellation is less than 1 week before the reserved date.

5. BOOKING FEES

- (a) Once-off booking fees should be paid at the time of booking and regular booking fees every four months (i.e. at the end of each school term)
- (b) All cheques should be made payable to 'All Saints with Christ Church'
- (c) The Church Hall Booking Secretary will provide details of fees

6. GENERAL CONDITIONS OF USE

- (a) Use of hall (maximum capacity of 80 people) includes use of the church car park as available (shared with users of the church) and access via grounds. ALL vehicles are parked at owner's risk.
- (b) The PCC has an absolute right to refuse a booking
- (c) All bookings must end at 10.00pm MONDAY – FRIDAY
All property of the user and its agents must be removed before the end of the period of authorised use. The hall must be empty at this time. The PCC may sell and retain the proceeds of any property left after the period of authorised use, or store it and charge the user for such storage at the discretion of the PCC
- (d) The PCC will seek financial recompense for any damage caused during the hall booking.
- (e) No significant equipment must be introduced into the hall (eg bouncy castles) during a booking.
- (f) There will be no party bookings taken for Saturday evenings. Any Saturday daytime booking must end by 6.00pm.
- (g) The current Child Protection Policy (CPP) is posted in the church and hall. Users are required to read this and ensure that they have their own CPP and procedures that are consistent with these standards.
- (h) Sunday bookings must be connected with church activities and such bookings will end by 6pm.
- (i) **Children must not be allowed in the kitchen for safety reasons.**
- (j) The hall may not be used for the sale of alcohol.

7. RIGHTS OF ACCESS OF PCC

The members of the PCC and any persons authorised by them shall have the right to enter any part of the Hall at all times during the period of use.

Please note that it is the responsibility of the user to remove all rubbish from the hall, leaving it clean & tidy, including the surrounding area. If the user fails to observe these conditions the PCC may perform the above tasks on behalf of the user and recover the cost from (or, if any work is carried out by an employee of the PCC, may make a charge to) the user.

All electrical items used in the hall must be PAT tested.