

**TERMS AND CONDITIONS OF USE - CHRIST CHURCH COMMUNITY HALL  
MALLING ROAD, SNODLAND, ME6 5EE**

Please initial each section to show you understand and accept each point.

Name .....Date/time of event.....

**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 access must NOT be obstructed at any time and must be kept free for Emergency Services.**

**2. THE USER**

In these Terms and 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 to inform one of the following church contacts:  
01634 243499 - Val Fiddes; 01634 241350 - Sue Brooks

**4. CANCELLATION**

The user or the PCC can cancel the booking not less than 3 weeks before the booking date. For regular users 1 months' notice is required by either party. Full refund will be made in the event of cancellation. For any cancellation made within 48 HOURS of the event, the PCC may decide, after considering the circumstances of the case, that the whole of the fee shall be forfeited.

**5. BOOKING FEES**

- a) NO BOOKING of once-off bookings can be confirmed until the fee is paid, the booking form signed and the conditions of hire form initialled. Regular bookings fees are due monthly.
- b) All cheques should be made payable to 'All Saints with Christ Church'
- c) The Church Hall Booking Secretary will provide details of fees
- d) The PCC has an absolute right to refuse a booking

**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) All bookings must end at 10.00pm MONDAY - FRIDAY

c) Party bookings will only be taken for Saturday evenings in exceptional circumstances e.g. a church event earlier in the daytime. Any Saturday daytime booking must end by 6pm.

d) Sunday bookings must be connected with church activities and such bookings will end by 6pm.

e) 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 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.

f) The user will be responsible during the hire period for supervision of the premises and their contents and for protecting them from damage and loss, also the behaviour of those using the premises. For all functions for persons under 18 years old there must be ADULT SUPERVISION at all times.

g) The user will be responsible for the cost of repairing any damage caused during the hire period to the premises or their contents. The PCC will seek financial recompense for any damage caused.

h) If the fire extinguishers are used for anything other than a fire emergency, then a charge will be payable by the user.

i) At the end of hire period the user is responsible for leaving the premises in a CLEAN AND TIDY CONDITION with anything that has been temporarily moved or removed properly replaced.

j) The user will not sublet the premises, or use for any UNLAWFUL PURPOSE or bring onto them anything which could endanger the premises or those using them, (e.g. bouncy castles or other large equipment) or which would contravene the provisions of the Church's Insurance Policy (displayed in hall).

k) The hall may not be used for the sale of alcohol and the user will ensure that there is **NO ALCOHOL IN THE BUILDING AT CHILDRENS' PARTIES.**

**l) The user will NOT attach anything (posters, decorations, notices etc) by ANY means to the walls of the premises. Hooks are provided to hang decorations.**

m) Any booking made on behalf of a club or society must have a letter of authority accompanying it signed by their Chairman or Secretary

n) The Church Hall is a non-smoking building Smoking is not permitted at any of the entrance doorways or front garden.

o) Any electrical equipment used should carry a valid PAT test within the time stated. If not valid, the equipment must not be used.

p) Regular users with children attending group sessions are required to ensure they have their own Child Protection Policy and procedures that are consistent with the standards of the Church's Child Protection Policy. (see church website - [www.allsaintswithchristchurch.org](http://www.allsaintswithchristchurch.org))

#### **RAMP**

A portable ramp, which must not be removed from site, is available for wheelchair users. It is located to the right of the internal door and secured to the wall. It must be secured correctly after use. The ramp is heavy and we recommend that two people move it when it is needed.

#### **RIGHT OF ACCESS OF PCC**

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.

#### **AT THE END OF THE BOOKING**

Users must have cleaned and packed away by the end of the hire period.

**PLEASE NOTE:** failure to leave the premises by the specified time will result in an additional charge.

#### **USERS ARE EXPECTED TO:**

a) wipe off the surfaces of the tables, fold away the legs and carefully place them back where you found them, usually the front porch.

b) clear up any spills from the floor and sweep the hall, using the mop, brooms and dustpans provided in the cupboard in the disabled toilet.

d) remove carefully any decorations that have been placed around the facility.

e) dispose of any rubbish or waste from the kitchen or toilet bins in the black bags provided.

f) stack the stacking chairs along the north wall. Place the wooden chairs along the south wall in pairs with the back of the lower one facing out so the upper one cannot fall.

**When you leave:** please keep the noise to a minimum so the neighbours are not disturbed.