



Parish of Gossops Green & Bewbush, St Alban's



St. Alban's Hall Hire Terms & Conditions

1	<p>Administration</p> <ul style="list-style-type: none">a) St. Alban's Church Hall is managed by the Churchwardens and Parish Administrator.b) A hirer must complete an 'Application to Hire' form, which can be obtained from the Parish office (office@stalbangossopsgreen.co.uk, 01293 344860).c) The person submitting the 'Application to Hire' Form must be aged 21 or over and will be responsible for all aspects of the hire.d) A completed 'Application to Hire' Form should be emailed to office@stalbangossopsgreen.co.uk.e) Although the Parish will not unreasonably reject an application, it reserves the right not to hire the Church Hall to people or organisations whose views or conduct are not in accordance with St. Alban's mission and values; these include its policies related to Equality, Diversity and Safeguarding. In addition, the Parish will not authorise the Church Hall to be hired out for parties for 16 – 25 year olds.f) The Parish Office will notify the prospective hirer if their application is successful or not.g) A Security Deposit of £100.00 will be required and held as surety against damage or leaving the hall in an unsatisfactory condition.h) Notices and conditions of use displayed in the premises at the time of hiring must be complied with and form part of the Conditions of Hire and Use.i) These Conditions of Hire and Use will be reviewed and may be changed from time to time as necessary.j) Any queries about hiring the hall or the hire should be made to the Parish office, which is staffed between 10:00 – 16:00 most Thursdays.
2	<p>Charges</p> <ul style="list-style-type: none">a) Charges are subject to review and the date on which the 'Application to Hire' form is accepted by the Parish determines the hire rate.b) Regular hirers will be notified of new charges, at least two months prior to implementation.



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3	<p>Booking Cancellation</p> <ul style="list-style-type: none">a) The Parish reserves the right to cancel a booking at any time if it learns that these Terms & Conditions have or are likely to be breached.b) The Parish will not be held responsible for any costs incurred by the hirer if it has to cancel the hire due to unforeseen circumstances beyond its control.c) Cancellations made by the hirer must be made in writing and acknowledged by the Parish. If the Hirer cancels the booking within the 14 days prior to the hire date the full hire charge is payable. The Security Deposit already paid will be refunded.d) Should the full hire charge not have been paid at the time of cancellation, then the Security Deposit will be retained to offset the full hire charge. Any difference will either be refunded or invoiced for immediate payment.
4	<p>General</p> <ul style="list-style-type: none">a) The hire only applies to the hall and the use of the car park and grass area is used at the hirer's risk.b) The hirer is responsible for the behaviour of people attending an event.c) The number of people in the hall should not exceed 60.d) The hirer shall not sub-let a hiring.e) The hirer shall not use the premises for any purpose other than that described in the 'Application to Hire' Form.f) The hirer or a designated responsible adult (aged 21 or over) must be on site throughout the hire period.g) The hirer will be in charge of all security during the event.h) The hirer must make sure the building is vacated on time, quietly and check that all areas have been left clean and tidy.i) The hirer must remove all rubbish from the site and not use the bins, otherwise part of the deposit will be forfeited to fund the removal.j) The hirer agrees not to do or permit to be done anything on the venue which may be or become a nuisance (whether actionable or not), annoyance, inconvenience or disturbance to the people using the church or occupiers of neighbouring property
5	<p>Hall Access</p> <ul style="list-style-type: none">a) The Church Hall will be opened and closed by a Parish representative or you will be given a key.b) The hirer is responsible for safe keeping of the key, which should be returned to the booking Secretary or placed in the Key Box on the hall wall.



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6	<p>Hiring Time</p> <p>The times specified on the 'Application to Hire' form must be strictly observed or part of the deposit will be forfeited.</p> <p>Note that the planning permission for the Church Hall requires that the Church Hall may only be open to public use between the hours of 08:00 to 22.00.</p>
7	<p>Safeguarding</p> <p>The Parish expects the hirer to observe exemplary standards of behaviour and conduct with regard to safeguarding children and vulnerable adults. Where appropriate, the hirer must make sure there are suitable policies and procedures in place for the safeguarding of all users and make these available to the Parish Office at the time of booking.</p> <p>By making this booking you are agreeing to St. Alban's Safeguarding of children and vulnerable adults policy, which can be downloaded at https://stalbangossopsgreen.co.uk/safeguarding/</p>
8	<p>Fire</p> <ul style="list-style-type: none">a) With the exception of small cake candles, the Parish does not allow the use of fireworks or naked flames in or near to the Church Hall.b) The hirer shall familiarise him / herself with the location of fire fighting equipment and the means of escape in case of fire and shall keep all exits clear and ensure that all other persons are aware.c) For large gatherings e.g. in excess of 20 people, an additional person should be designated to assist with evacuating the hall.d) In the event of fire, it is the hirer's responsibility to alert the emergency services.e) It is recommended that hirers keep a register of attendees particularly when these include children.f) Priority should be to evacuate the building and nobody should take any action that may risk their safety and/or the safety of others.
9	<p>Accidents, Health and Safety</p> <ul style="list-style-type: none">a) The hirer must report all accidents involving injury to the public to a member of the Parish as soon as possible.b) Should any accident or incident occur, no matter how small, it MUST be recorded in the accident book which can be found in the kitchen area.c) Certain types of accident or injury must be reported to the local authority. This is in accordance with the Executive Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.



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10	Unlawful Purposes The Church Hall must only be used for the activity described on the 'Application to Hire' Form and must not be used for any unlawful activity. Failure to comply with this will result in the deposit being forfeited.
11	Insurance Cover / Public Liability <ul style="list-style-type: none">a) The Parish will not be held responsible for accidents or injuries caused by negligence of the hirer.b) For hires involving members of the public i.e. with no connection to the hirer, the Parish will not hire out the premises until it has seen written confirmation from a hirer that it has appropriate public-liability cover for its activities while the premises are being hired.c) The Parish is not responsible for any loss or damages to property brought onto the premises or grounds.
12	Licensing <ul style="list-style-type: none">a) The premises are not licensed for the sale of liquor and therefore where it is intended to sell alcohol at any event or function (whether by way of separate sale or by including such in the price of admission tickets) the hirer is responsible for making arrangements for obtaining the necessary licence for that purpose, which must be presented to the Parish prior to the event.b) The hirer is responsible for ensuring no liquor is sold to anyone under the age of 18.
13	Copyright Restrictions Hirers are responsible for obtaining appropriate licences for playing music and showing films at public events, which must be presented to the Parish Office prior to the hire.
14	Power <ul style="list-style-type: none">a) There is an electricity meter next to the office that takes £1 and £2 coins.b) The amount of credit, if any, at the end of the hire should be approximately the same as at the start.c) Hirers should ensure they have sufficient coins if the heaters are to be used.



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15	<p>Electrical Equipment</p> <ul style="list-style-type: none">a) Hirers may use their own mains operated equipment may but are responsible for ensuring that it is intrinsically safe in operation.b) The Parish may request evidence that all such appliances have been correctly maintained and subject to routine inspection and testing e.g. PAT testing. If evidence cannot be shown on request, the equipment may not be used.
16	<p>Hazardous Equipment and Materials</p> <ul style="list-style-type: none">a) Equipment used during the hire should be commensurate with a church hall.b) Hazardous equipment e.g. workshop machinery, is not to be used without prior authorisation and a risk assessment performed.c) With the exception of substances used in the home, no hazardous materials are to be used without prior authorisation and a risk assessment performed.
17	<p>Restrictions</p> <ul style="list-style-type: none">a) Adhesive tape should not be used at any time on walls and doors.b) The hirer is responsible for removing any adhesive tape, Blu tack or similar non-marking material that has been used.c) The use of glitter is discouraged but if used, the hirer is responsible for cleaning away all glitter on chairs, floors and carpets. Failure to do so will result in a cleaning fee deducted from the deposit.d) The display of flags, emblems, decorations and advertisements outside the premises is prohibited without the prior consent of the Parish.
18	<p>Kitchen</p> <ul style="list-style-type: none">a) The kitchen area should be respected as an area for food preparation.b) Care must be taken if using the kettle or urn.c) The dishwasher does not form part of the hire without prior arrangement.
19	<p>Damage / Faults</p> <ul style="list-style-type: none">a) Any damage caused must be reported to the Parish. A deduction from the deposit may be taken to replace/repair damage caused during the hire.b) Any faulty equipment or services must be reported to the Parish.



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20	<p>Cleaning up afterwards</p> <ul style="list-style-type: none">a) All rooms used must be swept and left clean and tidy, including the kitchen and WCs.b) Any tables used must be wiped clean.c) All used kitchen equipment and crockery must be washed, dried and put away.d) All rubbish and any other material brought on site must be taken home otherwise a removal fee will be deducted from the deposit.e) Used disposable nappies must be taken home and not be left on the site.
	<p>End of Hire</p> <ul style="list-style-type: none">a) The hirer is responsible for setting out furniture and putting it away as found: the hiring time should take this into account.b) At the end of the hire period the hirer must switch off the heaters, lights and all appliances, except where otherwise indicated.c) The fridge must be left ON and closed.d) All doors and windows must be closed and locked.e) Hirers should check that the top and bottom bolts on the front door are secure.

G. T. Sanger

Signed:..... Incumbent. Date:.....8/2/26.....