WINSLEY CHURCH HALL
Terms and Conditions and Hire Agreement

St Nicholas Church Winsley PCC who manage the Church Hall hope that you enjoy the space and facilities that the hall provides and ask for your cooperation with the booking arrangements and terms and conditions.

BOOKING ARRANGEMENTS

1. All hiring of the Church Hall must be made via the Booking Manager (see below).
2. The HIRER must sign and return a copy of this agreement to the Booking Manager.
3. Full payment by BACS is required to secure the booking and is non-refundable.
4. Regular Church Hall users are required to confirm monthly booking dates in advance, at the beginning of each month and notify the Bookings Manager prior to any cancellation.
5. Keys may be obtained from the Booking Manager and are the responsibility of the hirer. Lost or stolen keys must be reported to the Booking Manager immediately. Replacement key costs are the responsibility of the Hirer.
6. Where the PCC consider an activity to be based on a religion or philosophy which contradicts the Christian faith, we believe that the Church Hall may not be the appropriate venue. In these circumstances, we reserve the right to decline the hire and ask the hirer to use alternative premises.
7. The PCC reserve the right to cancel any hiring if the hall is required as a polling station for parliamentary or local government elections or for matters of parish importance. The hirer will be refunded any payments already made for that session.
8. The digital piano is available for use. The audio-visual system may be available by arrangement and for a small fee.

RESPONSIBILITIES OF THE HIRERS

1. The Winsley Church Hall must not be used for any unlawful purpose, nor should any items be brought which may endanger or harm the premises.
2. While using the Church Hall, the hirer is responsible for supervision of its premises and contents, and is responsible for any damage, breakages, or loss. The hirer will be asked to pay for repair or replacement in these circumstances.
3. The PCC does not accept liability for any accidents caused by actions or omissions by the hirer. Any resulting personal injury is the responsibility of the hirer who is liable for any claims arising. The PCC advise all hirers to have in place their own Public Liability insurance.
4. NO Smoking is allowed in the Church Hall or the car park.
5. St Nicholas Church PCC ask all users of the hall to keep the noise to a level which is considerate to our neighbours and to leave quietly, especially at night.
6. Parking is available in the adjacent, small car park which is shared with Winsley Social Club. The number of spaces available cannot be guaranteed.
7. Please do not park on the road obstructing any entrances.

8. All evening parties and events are required to end no later than **10.30pm**. This includes stopping all music and serving of refreshments and drinks. The hall should be vacated as soon as possible after clearing and tidying.
9. The PCC cannot be held responsible for any loss or damage to items brought into the hall by the hirer.
10. The Church Hall and car park must not be used for fireworks, barbeques, bonfires, or any activity posing a fire risk. The fire doors must always be kept clear. If fire extinguishers are used the Booking Manager must be informed.
11. **The Church Hall is not a licenced premises and the sale of alcohol is not allowed**. For events at which alcohol is intended to be served as refreshment, for example after a concert, either the entrance fee must include the cost of the alcohol and the alcohol served without charge in the hall or the alcohol is offered free of charge but a donation is invited. No alcohol can be served to anyone under the age of 18 years.
12. If the supply or taking of drugs is suspected, this must be reported to the police and the Booking Manager must be informed.

REQUIREMENTS AND ARRANGEMENTS AT THE END OF HIRE

1. **Please leave the Church Hall as you would wish to find it.** Before leaving:
    a. Stack all chairs neatly along the walls with no more than 6 chairs to a stack and without obstructing access to the doors.
    b. Tables are to be returned to the store area behind the long wooden pew.
    c. Sweep the floor when necessary.
    d. Check that the toilets have been flushed and lights turned off.
    e. Check that the kitchen and the fridge are clean.
    f. Place all rubbish tidily in the bin outside, but if this is full, any excess must be removed. **DO NOT** leave boxes or bags on top of or beside the bin.
2. The Hirer must ensure that all 3 heaters and the lights are turned off, and all outside doors locked. The water heater switch on the wall by the notice board must also be turned off. If heating or lights, including the outside light, are left on, you will be asked to donate towards the cost. The heaters may be turned on 15minutes prior to the time of booking.
3. Keys must be returned to the Booking Manager once locked up or on termination of a regular booking.

If you have any queries please contact the Booking Manager-John Wright.
Mobile -07974033573
johnwright@winsley.plus.com

Waiver:
The St Nicholas Church PCC will not be responsible for any loss or damage to goods or property left on the premises for exhibition, sale or other purposes or any articles or property left in the premises by you or a person attending the function.

HIRE AGREEMENT FOR WINSLEY CHURCH HALL

I hereby agree to abide by all the conditions of hire of Winsley Church Hall

HIRER'S NAME ----------

ADDRESS ----------

CONTACT DETAILS Phone number ----------

Email address ----------

Type of function taking place ----------

Approximate number attending ----------

Do you require use the of the digital piano? ----------

Would you like to use the audio-visual system? Please give details. This will be subject to a separate arrangement and fee. ----------

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HIRER'S SIGNATURE ----------

Please return this form to the Booking Manager- John Wright:

mobile -07974033573

johnwright@winsley.plus.com