



St. Anne's Church West Heath
Conditions of hire of church hall / George Goodger Hall
Private Individuals

Date of event:

Type of event:

1. All bookings, whether regular or occasional, are accepted at the discretion of the Hall Secretary, acting on behalf of St Anne's Church.
2. Rates of hire and payment are available on application to the Hall Secretary. For occasional bookings the full hire charge and a refundable deposit are payable in advance. At least 24 hours notice of cancellation is required otherwise the full hire charge may be forfeited.
3. 'Non-Church' hirers should note that St Anne's Church will not accept liability for accidents, damage, injury or theft concerning hirers, their helpers, or patrons on or in the premises. Hirers who are not already insured for the purpose should therefore consider taking out special insurance to cover their temporary occupation of the premises.
4. Every hirer, whether regular or occasional, must ensure that they are familiar with the Fire Regulations for the church hall / George Goodger Hall.
5. The church hall / George Goodger Hall and other parts of the premises let to the hirer, and the fixtures, furniture and accessories, as well as the belongings of other users, are to be left in good order. After use, the hall floor should be swept. Rubbish should be put in the appropriate recycling box or if not recyclable put in a bin. Any leftover food should be removed from the premises. Please check that all toilets have been flushed. Failure to do so may result in the forfeit of any deposit paid.
6. Whereas the Hall Secretary will try to ensure that a booking, once made, will be allowed to take place, this is not a guarantee if unforeseen circumstances require the booking to be cancelled. In this event any prior payment for the booking will be returned.
7. If a hirer puts up a poster, or distributes leaflets, or otherwise advertises a forthcoming event or activity, on or in the premises, the name of the hiring organisation, or the hirer, must be clearly stated in the advertisement.
8. Smoking and vaping are not permitted in the buildings in line with current legislation.
9. The use of recreational drugs is prohibited.
10. All portable electrical appliances that are intended to be used on the church premises must have been PAT tested and be safe for use.
11. Hirers of the hall should read the '**Fire Action**' notice and ensure that they know where the fire extinguishers are, where the fire exits are. If the premises need to be evacuated everyone

should assemble in the church car park at the rear of the building. Emergency services should be telephoned as soon as possible.

Safeguarding

I _____ (in block capitals)
agree to take full responsibility for the welfare of the children, young people and/or vulnerable adults who attend the event on the above date and will take all reasonable steps to prevent harm to children, young people and/or vulnerable adults and prevent injury, illness, loss or damage occurring.

Signed

Date

I have received and read a copy of the conditions of the hire of St Anne's church hall / George Goodger hall, and I accept them.

Signed

Date