

Conditions for the Use of St. Luke's Church Hall (June 2018)

1. Hall/rooms to be left clean and tidy, and clear of all litter.
 - Floors are to be swept if they have been made noticeably dirty.
 - The kitchen is to be left clean if used, with special attention to the cooker top and all surfaces.
 - The toilets (WC bowls, washbasins, floors) must be cleaned if noticeably soiled in any way.
 - All litter to be placed in bin liners and placed in the appropriate wheelie bin (these can be found next to the church when using the side entrance to the Hall).
 2. On departure, all lights, heaters, gas cooker, electrical appliances, etc., to be turned off. (During winter months, please refer to notices regarding the heaters).
 3. Any damage caused by user to be reported to the Hall Manager and item(s) damaged to be replaced or repaired at the expense of the hirer.
 4. **NO SMOKING in any part of the premises whatsoever.**
 5. **No alcohol consumption in any part of the premises whatsoever.**
 6. **Noise levels must not be such as to cause a nuisance to the neighbours. Windows and doors on the side of the hall furthest away from the church building must be kept closed if necessary.**
 7. **No animals of any description may be brought into the hall, except for guide dogs.**
 8. **Fire exits will not be obstructed.**
 9. Times and rooms indicated for use on the application form to be strictly adhered to.
 10. Cars are only to be parked in front of the hall or in the road. They are NOT to be driven on the grass or parked in the driveway to the side of the hall. They must NOT obstruct the gates to the hall or Vicarage driveway.
 11. Access to the hall for the hirer, or the hirer's representative, shall be via the side door by arrangement with the Hall Booking's Manager. Access for all other users shall be via the front doors.
 12. St. Luke's PCC to have the final decision in all matters. Submitting this application does not guarantee it will be accepted. All applications are submitted to the PCC for approval.
 13. **The PCC cannot accept responsibility for any losses arising whatsoever, whether material or otherwise, in the event of it having to cancel this booking for reasons beyond its control between the date of making the booking and the date the hall is booked for.**
 14. **Your Health and Safety commitment:**

The hirer must make themselves aware of and follow guidance from St Luke's Health and Safety Policy and Church Fire Risk Assessment (copies on display / available by request). Hirers should also complete their own Fire Risk Assessment for their particular event(s).
 15. **Information about how to raise concerns or complaints:**

If you have a concern or complaint please write them in the book hanging just to the right of the stage, which is reviewed regularly by staff and once a month at a staff meeting. We will endeavour to do our best to respond to your concerns. In more urgent cases please ring 01843 592562 and talk to the vicar, who has oversight of the staff team and hall maintenance.
- For hiring the hall once for a single occasion
16. Payment to be made in advance at the time of finalising the booking.
- For hiring the hall on a regular basis
17. **St. Luke's PCC or its representative shall be entitled to terminate a contract with immediate effect mid-session if any of conditions 4-8 are not adhered to.**
 18. Hire rates will be reviewed once a year, usually with effect from January.
 19. Payments to be made weekly/monthly in advance on an agreed date - as agreed with the Hall Manager
 20. Minimum of two weeks' notice of termination of use in writing to be given by either side.