



Terms and Conditions (Event Booking)

1. The term 'Hirer' in the following conditions shall mean the individual person or where the hirer is an organisation, their authorised representative.
2. The Bookings Secretary has the right to refuse an application for hire submitted by any person.
3. The Hirer must be aged 18 or over.
4. The full hire fee is payable at the time of booking.
5. In addition, a refundable deposit of £50 must also be paid to be held against any misuse of or damage to the premises. The Hirer must ensure that the premises are left clean and tidy. The cost of any additional cleaning will be deducted from this deposit. All rooms are to be COMPLETELY VACATED by the end of the booked period and all rubbish must be taken away. This will be returned within 30 days of the event, subject to any sums withheld to meet part of the hire fees or the cost of rectifying damage arising during the hiring.
6. Notice of cancellation must be made as soon as possible, with the following conditions:

For a single party/event booking: 50% of hire charge will be refunded with up to 2 weeks notice, for less than 2 weeks notice, no refund will be given.
7. A mandatory cleaning charge of £50.00 will be added to all bookings for weddings or large parties to cover the cost of professional cleaning following the event.
8. Payments can be made by BACS or cheques payable to St Nicholas Church PCC by post to the address detailed on this form. POST DATED CHEQUES ARE NOT ACCEPTABLE.
9. The Hirer will, during the period of hire, be responsible for the supervision of the premises, the fabric and the contents, their care, safety from damage, however slight, and for the behaviour of all the people using the premises. Please note the Hirer is only permitted to use blu-tac for any wall displays or decorations.
10. The management committee reserves the right to reclaim from the Hirer any costs incurred in connection with damage or misuse etc. in excess of the deposit.
11. The Hirer shall not sub-hire the premises or allow the premises to be used for any purpose other than that stated on the Application Form, and not bring on to the premises anything that may damage or endanger the premises or render invalid any relevant insurance.
12. The Hirer shall ensure that any activities for children comply with 'The Children Act
13. The Parochial Church Council shall have the power summarily to terminate any agreement relating to the hire of the Hall if it is considered that the Hirers have in any way damaged the building, fittings, fixtures or furniture or have subjected them to undue wear and tear or in any other way been guilty of a breach of these conditions.
14. The Hirer shall ensure that in using the premises that the laws relating to alcohol, gaming, betting and lotteries are not contravened, and that the number of persons declared on the church hall booking form occupying the hall is not exceeded.
15. NO SMOKING IS ALLOWED ANYWHERE ON THE PREMISES.
16. Any member of the Parochial Church council is authorised to inspect the premises during the letting period without prior notice.
17. The Hirer shall, if preparing or serving food, observe all relevant food health and hygiene regulations. All crockery, cooking utensils, and kitchen equipment must be washed, dried and properly stored after use.
18. Hirers will be required to provide their own table linen / decorations.
19. All exits to be kept clear.
20. The main entrance doors should be closed and locked once the event is underway. If the door is left open, or needs to be opened during the event booking, it is done so at the Hirer's risk. The site is not secure any issues regarding intruders or concerns about safety in the car park must be immediately reported to the police.



St. Nicholas Church, Burnage Church Hall Hire Agreement

21. The Parochial Church Council, will not accept any responsibility for any loss, damage or accidents during the occupation of the Hall and all lettings are made on the understanding that the Rector and Churchwardens for the time being are indemnified accordingly by the Hirer.
22. Your booking permits cars to be parked in the designated spaces outside the hall.
23. Booked times are to include any preparation and clearing up time you may require.
24. At the end of the hire period a representative from the Church will attend to lock up. Under no circumstances must the Hirer leave the hall unattended and unlocked. If you consider that you may finish early, please request a contact number when the hall is unlocked.
25. Electrical Items. All items stored on the premises must have a current PAT test label. Any items used on the premises by professionals hired for the occasion must comply, for example a professional Disco, rather than the Hirer's own domestic equipment.
26. Personal equipment and possessions brought into the Hall are the responsibility of the Hirer. The Church will not be responsible for any loss or damage.
27. Music: The Hirer undertakes to satisfy any requirements under performing rights for the performing or playing of live or recorded music. Any Hirer who intends to play music or have a live band agrees to inform the booking secretary in writing at the time of booking. The Hirer undertakes to ensure that all noise is kept to a level such that neighbours of the church premises are not unduly disturbed. The Hirer agrees in any event to terminate all loud noise on the premises at 10.00 pm.
28. The Hirer is responsible for providing black plastic bags for the removal of rubbish, ALL rubbish must be taken away by the Hirer. Please ensure that all waste food and all property is collected up and taken away from the hall at the end of the session.
29. The Church hall must be swept and the kitchen floor mopped at the end of the event.

COVID –2020 Addendum:

1. St.Nicholas Church has conducted a risk assessment to cover the use of the hall and church area of the building. The Hirer is responsible for conducting their own Risk Assessment which will apply to the safety of their guests and safe use of the hall. (a template is available for you to complete)
2. The Hirer is responsible for providing gloves, masks, aprons (for the kitchen) and hand sanitiser.
3. The Hirer is responsible for checking on the well-being of guests as they arrive to the event.
4. The Kitchen and toilet surface areas must be wiped down before and after use with anti-bacterial wipes.
5. The Hirer is responsible for ensuring that the numbers in the hall do not exceed 35.
6. The Hirer is responsible for ensuring that there is a one-way system in and out of the hall to reduce the amount of close contact.
7. A member of the team will open the hall for you and a second member will return to check the hall at the end of your booked session. All tables and chairs must be returned to the chair stand and table rack at the end of your session.
8. The end of your session booking is the time you must be ready to leave the hall, if you finish earlier than planned, you will be provided with a contact number so that you can call to ask the person who is on duty to lock the hall to come earlier.
9. **Please note any changes implemented by the Government and NHS England must be followed and applied for your event booking.**