ST. ANDREW’S CHURCH HALL
(www.gruntyfenchurches.org.uk)

TERMS AND CONDITIONS OF HIRE (Please Keep)
We are very glad that you have chosen to hold your event in St Andrew’s Hall. Before you sign the booking form please read the following terms and conditions of hire and do ask if there is something you do not understand. You will see on the booking form that you will be signing to say that you agree to abide by these terms and conditions.

1. Applications for hiring St Andrew’s Hall should be made to the booking secretary. Bookings are taken strictly in order. Hirers must be over the age of 18. In addition to the hire fee a deposit is required which will be held on file if the hall is left tidy, undamaged, and in good order. For occasional hire the booking form must be accompanied by the deposit (Separate £30 cheque) and the hire fee. In the event of the cancellation of a booking the deposit will be returned but the hire fee will only be returned if the hall is hired for that date and time by someone else.

2. The hall must be booked for the total time required including the time needed for preparation beforehand and cleaning up afterwards. It cannot be assumed that the hall will be unused outside the time booked.

3. Hirers are responsible for cleaning the hall after use and leaving it clean and tidy. All rubbish must be removed by the hirer.

4. Hirers will be held responsible for any damage to the buildings, furniture or other property caused during the time of hire. No sticky tape, Blutac or drawing pins etc. should be used on walls. Expenses incurred in rectifying any damage will be deducted from the deposit and an additional charge covering the full cost of repair will be made should the deposit be insufficient to cover remedial work. The hirer should notify the booking secretary immediately of any damage.

5. St Andrew’s Church has its own insurance policy covering its liabilities for persons on its premises, details of which are available on request. St Andrew’s Church cannot accept responsibility for any injury, loss or damage occurring as a consequence of the activities of those hiring the hall unless St Andrew’s Church has caused or contributed to the loss or damage by its own negligence. For example the liability for a person injured in a lively game in the hall during the period of hire would fall upon the hirer unless the injury resulted from any failure on the part of St Andrew’s Church to maintain the building. In view of the liabilities and responsibilities accepted by hirers in signing this agreement, hirers should take advice about their own insurance cover to ensure that they do not become personally liable for loss, damage or injury sustained during or as a result of the period of hire. For private hirers such third party insurance may be included as part of the public liability cover associated with their household insurance.

6. Fire exits are clearly marked; the lights above them do not turn off and must not be obscured. During the time of hire all entrances should be kept clear. The front windows cannot be opened. The number of people in the hall should under no circumstances exceed fifty (50) persons.

7. Appropriate adult supervision for children and young people should be provided by hirers. A copy of St. Andrew’s Church Child Protection Policy based on Protecting All God’s Children: the Child Protection Policy of the Church of England produced by the House of Bishops is displayed in the hall.

8. Hirers are responsible for obtaining a liquor license if they wish to sell alcohol.

9. Hirers are expected to be considerate towards our neighbours; all people in the hall during and immediately after the period of hire are required to keep noise at acceptable levels. Only children’s discos are allowed. When appropriate please close doors and windows to regulate sound.

10. It is illegal to smoke or to allow persons to smoke in St Andrew’s Hall.

HIRER’S DETAILS
Name .......................................................
Date of hire..............................................   Time: From..........................    To ...........................
Deposit paid (Separate Cheque) £ 30  Signed ........................................   Date ....................
Booking fee paid £...............................   Signed ........................................    Date ...................

Cheques should be made out to ‘St Andrew’s Witchford PCC’.

This form is to be retained by the hirer as a receipt for any money paid.

Please Collect / Return key at 55 Ward Way, Witchford, Ely, Cambs. CB6 2JR
Email: standrewshall@gruntyfenchurches.org.uk   Phone 01353 668355
ST. ANDREW'S CHURCH HALL
(www.gruntyfenchurches.org.uk)

BOOKING AGREEMENT (Please Return)

HIRERS DETAILS

Name: .................................................................................................

Address: ..........................................................................................................................
..........................................................................................................................
..........................................................................................................................
.........................................................................  Postcode: ............................

Telephone: ........................................................................... (home) ................................................. (work)
...........................................................................(mobile)

Nature of Function: ................................................................................................................

Date of Function: .................................................................

Time: From ...............................................    To  ....................................................

Approximate number attending:  ................... (Maximum total number = 50)

Deposit paid (Separate Cheque):     £ 30           Date: ..............................

Hire fee paid    £ .........................  Date: ..............................

Cheques should be made out to ‘St Andrew’s Witchford PCC’.

DECLARATION

I confirm that I have read the terms and conditions of hire for St Andrew’s Church Hall. I agree to abide by these terms and conditions and to pay on demand the charges incurred in hire of the hall on the date and time specified above.

I hereby indemnify St. Andrew’s Church against all claims in respect of injury, loss or damage (including damage to the hall) arising from this event. In requiring this, the church does not seek to absolve itself from liability as owners of the building.

I am over 18 years of age.

Signed: .............................................................. Date: ............................

Hirer

Please Return Form and Payment to 55 Ward Way, Witchford, Ely, Cambs. CB6 2JR
Email: standrewshall@gruntyfenchurches.org.uk      Phone 01353 668355

To be retained by the Booking Secretary as confirmation of booking