

St. Mary's Church, Riverhead – Church Hall Conditions of Hire

1. To be valid, this booking must be confirmed in writing on a booking form and is subject to these conditions. If any of the conditions are amended by the Hirer unilaterally, the booking is not accepted.
2. The booking is non-transferable. The person signing is the person responsible for the hiring and for adhering to these conditions.
3. The Hirer shall not use the hall for any purpose or at any times other than those specified on the booking form.
4. The Church Hall is only available for public use 0800-2300hrs on weekdays (ie. Mon-Sat) and 0800-2000hrs on Sundays and Bank Holidays. Fire Regulations limit numbers in the hall to a maximum of 100.
5. Cancellation: at least 7 days notice must be given; otherwise, the deposit may be forfeited if an alternative booking is not forthcoming.
6. No smoking is permitted on the premises.
7. No domestic pets are allowed in the hall [Guide Dogs excepted].
8. On departure, all lights must be put out, all taps turned off, all electrical equipment un-plugged, the gas-stove checked, and all doors and windows securely closed and locked.
9. Parking: Cars must not be parked at church level. Cars parked in the church car park must not be parked in spaces marked 'PC' on normal workdays (ie. Mon-Fri) unless previously agreed. Access for emergency vehicles must be maintained at all times.
10. Any notices, posters, pictures or decorations may only be affixed to the walls with prior approval – and then only with Blu-Tack or similar. Under no circumstances is masking tape or sellotape-type adhesive to be used.
11. Fire Precautions: notices are clearly displayed and must be observed at all times. Emergency exits must not be impeded and the Emergency Door must be kept closed except during an emergency – it must not be opened for ventilation.
12. Consideration must be given to our neighbours by keeping noise and disturbance to a minimum, especially when leaving the premises.
13. If food is prepared in the kitchen and/or served, the Hirer shall observe all Food Health and Hygiene legislation.
14. Summaries of the of the guide are displayed in the kitchen. The Church will accept no liability for any claims arising from the service of food or drink.
15. The Hirer must ensure that:
 - (a) all electric fittings brought into the hall are safe and in good working order.
 - (b) all chairs, tables etc are put away clean and tidily, and any spillage or marks on the floor or other surfaces are cleared up at the end of the hiring.
 - (c) the toilets are left clean. Disposable nappies and sanitary items must be removed and not be placed in the toilets.
 - (d) the kitchen is left clean and tidy and equipment put away.
 - (e) floors are swept and all rubbish is taken away.
16. The Church reserves the right of entry to the premises at all times.
17. The Church will ensure that it has the appropriate level of insurance necessary as a result of this Agreement.
18. The Church shall not be liable for any loss incurred by the Hirer as a result of any event or happening rendering the premises unfit for use or which may cause the premises to be closed or its use interrupted or cancelled.
19. The Church is responsible for maintaining the hall, its furnishings and fittings in good repair. The hirer shall take good care of the premises and the furnishings and fittings and shall make good and/or pay for any damage to the satisfaction of the Church.
20. The Hirer shall indemnify the Church for the cost of repair of any damage done to any part of the hall including the curtilage thereof or the contents of the building which may occur before, during and after the Hire Period as a result of the Hiring.
21. The Hirer shall be responsible for making arrangements to insure against any third party claims which may lie against him or her [or the organisation if acting as a representative] whilst using the hall.
22. The hiring of the hall does not include the grounds outside. Children must be controlled and the Church accepts no liability for any injury, however caused, resulting from a failure to control.
23. Accidents & Dangerous Occurrences: The Hirer must report all accidents involving injury, to the Church authorities as soon as possible. Any failure of equipment [either belonging to the Church or brought in by the Hirer] must also be reported as soon as possible. Certain types of accident or injury must be reported on a special form to the local authority. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
24. Compliance with the Children Act 1989: The Hirer shall ensure that any activities for Children comply with the provisions of the Protection of Children Act 1999, the Children Act 1989, and any other relevant legislation together with any conditions required by Social Services, and that only fit and proper persons have access to the children. The
25. Hirer shall ensure that the children are protected at all times by taking all reasonable steps to prevent injury, loss or damage occurring and by ensuring all necessary Child Protection checks have been undertaken. The Church accepts no responsibility for the Hirer's failure to comply with these requirements.

26. The Hirer shall ensure that Vulnerable Adults are protected at all times and all reasonable steps are taken to provide care and to prevent injury, loss or damage.

Version dated 15 March 2025, as approved by the Parochial Church council