



## TERMS & CONDITIONS OF HIRE

Please take time to read this:  
it is the legal basis of your booking contract.

Hire of any part of the building is at the discretion of the Parochial Church Council (PCC).

1. **ACCESS** The Hirer is not permitted access to the premises earlier than to the time stated on the booking. Rooms must be vacated, windows and doors locked and the key card returned promptly at the end of the hire period by posting it through the external letter box.
2. **TIMING** The times booked include time for setting up and clearing up and should be strictly adhered to or further charges will be applied (see penalty charges below). Amplified music must cease by 10pm Sunday - Thursday and 11pm Friday and Saturday, and the premises be vacated by 11pm Sunday - Thursday and 12 midnight Friday and Saturday. Access to the garden, if agreed, is not permitted before 7am or after 10pm and doors must be kept closed at all times, other than for ingress or egress.
3. **AREA BOOKED** The hired room(s), foyer and toilets are the only area(s) to be used by the hirer and all other rooms will be either locked or classed as out of bounds. The garden may be used if specified in the hire agreement, and play equipment may only be used by pre-school children.
4. **CAR PARKING** The forecourt outside the halls may not be used for parking by hirers or their guests and the gate kept shut. The hirer is responsible for conveying this condition to all others attending their event.
5. **PAYMENT** Regular hirers must pay monthly, in advance. For all other bookings a non-returnable deposit of £50 is required to secure the premises for the event which will be deducted from the final invoice. The balance of fees must be paid 4 weeks prior to the day of the event.
6. **SECURITY BOND** of at least £200 is payable at the time of booking. This will normally be refunded within 7 days of the event, provided the terms of hire have been complied with and following a satisfactory inspection of the Rooms after the event.
7. **KITCHEN FACILITIES**
  - a. Use of the main kitchen can only be included in the hire for use by one of a list of approved caterers.
  - b. Servery facilities with kettles may be used to prepare drinks and snacks.
8. **RUBBISH AND RECYCLING** Substantial quantities of waste and left over food and drink must be removed from the premises by the hirer, who shall supply suitable bin bags.
9. **HEALTH AND SAFETY** Hirers are responsible for risk assessments and compliance, and if requested the hirer will show a copy of their risk assessment to the PCC or their appointed representative.
  - a. **Electrical Equipment** The church is only responsible for electrical equipment it supplies as part of the hire. The hirer may only use the Church audio visual system and equipment if this is part of the hire of the Rooms and shall not connect in any way their own systems with those installed within the Rooms or use their own equipment in the premises without express permission of the PCC or their appointed representative. Any such equipment which is permitted must hold a current PAT certificate.
  - b. **Fire evacuation** procedures are posted in every room: hirers must familiarise themselves and where appropriate, should explain evacuation procedures to all users.
  - c. **The use of candles, naked flames, dry ice or smoke machines** is not permitted except celebratory cake candles, and must not be lit in the vicinity of smoke sensors.
  - d. **In the event of fire**, the Hirer shall ensure that the Fire Brigade is called immediately and all steps taken to evacuate the premises and ensure the safety of all occupants. The hirer shall also ensure that the nominated church contact or another representative of the church is notified immediately, whether or not on site.
10. **PERSONAL CONDUCT** The hirer is responsible for the proper conduct of all adults and children using the Rooms.
11. **CARE OF PREMISES**
  - a. **Decorations and furniture** The hirer will not cause or permit any alterations to the Rooms, furniture or equipment, will not append any notice, decoration or other item to the walls or ceilings with adhesive tape, Blotak or similar, and will not use nails or screws on the floors, walls or other parts of the Rooms.
  - b. The Rooms must be left **clean and tidy**. All furniture and equipment used must be returned in a clean condition to its designated area (as per the photograph displayed in each Room).
  - c. **Noise** The hirer will not use of any loudspeaker system or other equivalent which can be heard outside the Premises, and no amplification for speech or music shall be placed outside the Premises.
  - d. **Flooring** The use of roller boot/blades, skateboards, mini-scooters etc is not permitted. The Halls are not suitable for sports activities and only soft foam balls are permitted for party games.

12. **DAMAGE** The hirer will be responsible for the cost of repairing any damage caused, replacing furniture or fittings lost or damaged, and for deep clean of the premises in the event that damage or unnecessary mess is caused. In this case fees paid in advance and /or the security bond if applied may be held back to cover these costs. The hirer is responsible for damages and/or breakages to any tableware, glassware and dinnerware provided as part of the hire of the Rooms.

13. **CHURCH POLICIES** All relevant church policies must be adhered to, including Health and Safety, Safeguarding Children and Vulnerable Adults, and Environmental. Failure to comply with such policies may result in additional charges. Policies are published on the church website.

14. **LEGAL REQUIREMENTS** must be complied with, including:

**No smoking** is allowed on the premises including the outside areas.

**Music, singing and dancing licences, theatre licenses and copyright.**

**No discrimination** takes place regarding race, colour, ethnicity, nationality, religion or belief, sexual orientation, disability or age.

**Consumption of intoxicating liquor** The Rooms are licensed. Alcohol, limited to wine, cider and beer may be served according to the **Alcohol Protocol** which you and any caterer used by you are required to sign.

**Statutory food requirements** It is the responsibility of the hirer to ensure these are complied with.

15. **CARE OF CHILDREN AND VULNERABLE ADULTS** All hirers working with children, young people and vulnerable adults are responsible for their care, safety and supervision. The church takes no responsibility for this and should have their own insurance and staff checks. The hirer must ensure there is a responsible adult in the Rooms and supervising throughout the period of hire

16. **LOSS OF PROPERTY** The Church does not accept responsibility or liability for any damage or loss of property of things that are placed and left upon the premises whilst the Rooms are being hired.

17. **INSURANCE AND INDEMNITY** The Church's insurance does not extend to loss, damage or injuries sustained, associated or connected to events to which the hire relates and the hirer agrees the church cannot be held responsible for any such matters and will indemnify the church in relation to any such claims, demands, actions or proceedings. The hirer must carry their own Public Liability Insurance and where appropriate, Employers Liability Insurance, and present certificates for inspection on request prior to the event.

18. **PURPOSE OF BOOKING** a. A Hirer may not use the premises for any purpose other than that specified in the booking form. The Rooms must not be used for any illegal or immoral purpose or in a way which causes nuisance or annoyance to neighbours or users of adjoining premises. Members of the PCC or their representatives have right of entry to the Rooms at any time during the letting to ensure these terms of hire are being complied with.

b. Before the function or hire commences should a member of the PCC or their appointed representative be of the reasonable opinion that it is likely to prove of an objectionable and undesirable character, they have the full power to cancel the booking, return the hire fees and not to be liable to pay any compensation.

19. **CANCELLATION AND PENALTY CHARGES**

a. **If the church has to cancel a booking** for any reason outside its control, fees paid will be refunded but no further liability or responsibility will be accepted.

b. **If the hirer cancels a booking** at least 4 weeks prior to the event hire fees paid will be refunded, minus the £50 Booking Deposit. For cancellations 2 to 4 weeks prior to the event, 50% of the full fee will be charged, or £50 Booking Deposit, whichever the greater. The full letting fee is payable for cancellations less than 2 weeks prior to the event.

c. **Event overrun** Time needed for setting up and clearing away afterwards must be included in the period of hire. If more time is taken, an excess charge of one quarter of the hourly rate will be applied for the first 15 minutes and thereafter at the applicable hourly rate for all or any part of an hour overrun.

20. **FAILURE TO COMPLY** with these terms of hire may result in cancellation of current or further bookings as well as claims for compensation. The hirer will be liable to the Church for any damage, loss or extra cost resulting from failure to leave the Premises in a proper clean and secure condition.

21. **CHURCH LIABILITY** Notwithstanding anything contained in these Terms and Conditions the Church will not be liable for any failure to perform its obligations to the hirer in whole or part as a result of failure of supply of electricity or gas, strikes, other industrial action, fire at or near the premises, leakage of water or flood at or near the premises, civil unrest, dispute or commotion, an act of God, legal action against the PCC not resulting from its negligence preventing the supply of services.

<b>Tariff of charges for hire - Charge per hour</b>			
<b>Room</b>	<b>Approximate Sizes</b>	<b>Monday – Friday 9am – 5pm</b>	<b>Saturday and Mon – Fri 5 - 11pm</b>
Mary or Martha	7.5 x 10 = 75 m <sup>2</sup>	£18.00	£22.50
Cornelius	10 x 9.5 = 95 m <sup>2</sup>	£18.00	£22.50
Mary & Martha	15 x 10 = 150 m <sup>2</sup>	£32.00	£40.00
Mary, Martha, Cornelius & Simeon	26 x 12 = 312 m <sup>2</sup>	£38.00	£50.00
Full professional kitchen *	23 m <sup>2</sup>	£16.00	£20.00
Phoebe (Lounge / crèche)	7 x 5 = 35 m <sup>2</sup>	£12.00	£15.00
Onesimus (Upstairs)	7 x 6 = 42 m <sup>2</sup>	£12.00	£15.00
Ananias (Downstairs)	7.5 x 7 = 52.5 m <sup>2</sup>	£12.00	£15.00

*\* Please note that the full kitchen may only be used by those approved to do so.*

Rates include:

- Use of tables and chairs
- Use of toilets
- Free WIFI
- Use of servery, kettles and small amount of crockery and cutlery
- Use of the Audio sound system by those approved to use it

**Redland Parish Church Halls, Redland Green Road, Redland, Bristol, BS6 7HE**

0117 946 4690 [info@redland.org.uk](mailto:info@redland.org.uk)