

*ST. BARNABAS' CHURCH, PURLEY*

*CHURCH HALL: CONDITIONS OF HIRE*

The Church Hall ("the Hall") is the property of the Parochial Church Council of St. Barnabas Church, 69 Higher Drive, Purley, Surrey CR8 2HR ("the PCC"). Its use is subject to the following terms and conditions:

**1. LIABILITY**

- 1.1. The PCC will not be responsible for the loss of or damage to any property of the Hirer(s) of the Hall or any person present during any event taking place in the Hall during the period of the Hire or at any other time.

**2. LETTING PERIODS & CHARGES**

- 2.1. The Church Hall is available for hire for the periods listed and at the rates quoted in the schedule which may be obtained from the Hall Bookings Secretary.
- 2.2. Special hire rates for long term lettings and shorter periods than those quoted in the Schedule of Letting Charges may be negotiated with the Hall Bookings Secretary.
- 2.3. The Hall will not be let to any person under the age of 21 years.
- 2.4. Lettings cannot be extended beyond 11:00pm.

**3. PAYMENT**

- 3.1. A £10.00 Deposit is required to be paid on booking. This is NOT returnable, unless the booking is cancelled at the request of the PCC.
- 3.2. The Balance of the agreed Hire Rate must be paid to the Hall Bookings Secretary SEVEN DAYS before the date of the hiring.
- 3.3. Saturday Evening Lettings. An Additional Deposit of £75.00 must be paid to the Hall Bookings Secretary seven days before the date of hire. This Additional Deposit is returnable provided that the letting is conducted in a satisfactory manner and the Hall left in a clean and tidy condition.
- 3.4. Long Term Lettings. Arrangements for payment may be agreed with the Hall Bookings Secretary.
- 3.5. Cheques to be made payable to 'ST. BARNABAS PCC', and must be supported by a Cheque Guarantee Card.
- 3.6. The Hall Bookings Secretary will issue a receipt for all Deposits and Cash payments.

**4. KEYS TO HALL**

- 4.1. The keys to the Hall must be obtained by arrangement with the Hall Bookings Secretary, and returned to him/her no more than 24 hours after the end of the hire period.
- 4.2. Keys must NOT be given or lent to any third party, nor may the keys be copied.

**5. SMOKING**

- 5.1. Smoking is not permitted in the Hall, kitchen, toilets or any ancillary rooms.

**6. CLEANING ETC.**

- 6.1. Cleaning materials, brushes, mops, dustpans etc. are situated in the Broom Cupboard.
- 6.2. The Hall, kitchen, toilets and any ancillary rooms used by the Hirer are to be left in a clean and tidy condition and ready for use by the next hirer/user before the keys are returned to the Hall Bookings Secretary. Cleaning up on the day following the hiring is NOT permitted.
- 6.3. All refuse, including empty bottles, drink cans, food scraps and other waste must be removed from the premises. The dustbins are not to be used.

**7. DECORATIONS**

- 7.1. There is no objection to decorations being placed in the Hall during a hire period, but hirers are requested not to attach decorations etc. to panelling with 'Sellotape' or similar adhesives.

**8. BREAKAGES, DAMAGE ETC.**

- 8.1. The Hirer will be held responsible for the loss of or damage to the fabric, furniture or fittings in the Hall during the Hire Period. In the event of repairs being necessary, these will be carried out by professional craftsmen to the order of the PCC.
- 8.2. The Hirer may not make any modifications and/or alterations to the lighting and/or heating installations in the Hall.
- 8.3. If lights or heating appliances are left switched on at the end of the Hire period, the cost will be charged to the Hirer. If the Hall is left unlocked, or windows or doors left open, the Hirer may be held responsible for any theft from or damage to the premises which may result.

**9. LICENSING ETC.**

- 9.1. Alcohol is NOT to be sold in the Hall. Hirers are NOT permitted to apply for occasional licences for the sale of intoxicating liquor either on or off the premises.
- 9.2. The Hall is NOT licensed for the admission of the general public for dancing, musical performances or dramatic performances. Events of this nature must be strictly private with admission restricted to personal invitation only to friends of the hirer: the general public may not be admitted, no admission charge may be made and such events must not be advertised to the general public.

**10. NUISANCE ETC.**

- 10.1. In the event of a discotheque, dance or musical performance being held, the Hirer must ensure that the level of sound is kept to a reasonable level so as not to afford a source of complaint to neighbouring householders.

**11. CAR PARKING**

- 11.1. Accessible parking is provided adjacent to the Hall. These spaces are primarily intended for drivers with disabilities, but may be used for short periods for loading and unloading.
- 11.2. There are no other car parking spaces next to the Hall. Hirers are requested to ensure that, when parking in adjacent roads, they do not block or restrict access to neighbouring premises, or in such a way as to cause hazard to other road users.

**12. SAFETY**

- 12.1. The number attending any function or meeting in the Hall is limited to eighty (80) persons. Hirers are responsible for ensuring that there is no 'gate crashing' at functions.
- 12.2. Hirers must ensure that, during the entire period of the letting, all external doors are kept unlocked, illuminated and free from all obstructions.
- 12.3. Hirers should note the position of all fire extinguishers. A first aid box is situated in the kitchen.
- 12.4. Any incidents involving personal injury must be recorded in the Accident Book, which is located in the kitchen. Serious injuries should be reported to the Hall Booking Secretary or a Church Warden.

**13. EQUIPMENT**

- 13.1. The following equipment is included in the hire of the Hall:-

<b>Item</b>	<b>Quantity</b>
Stacking Chairs	70
Lightweight tables: 5' x 2'6"	8
Formica topped tables: 3' x 2'	9
Kettle	1
Water Boilers	2

- 13.2. No crockery, glasses or cutlery are provided.

***BY ORDER OF THE PAROCHIAL CHURCH COUNCIL  
OF ST. BARNABAS CHURCH, 69 HIGHER DRIVE, PURLEY, SURREY CR8 2HR***

*First Authorised: December 1981. Revised: April 1983; January 1986; February 1989; October 2002; July 2003; January 2006.*