



ALL SAINTS CHURCH (SHOOTERS HILL) HALL
Herbert Road, SE18 3PU

CONDITIONS OF HIRE

1. DEPOSITS FOR THE USE OF HALL

- 1.1 A deposit as specified on the booking form must be paid at the time of booking. If the booking is cancelled or the fee for the hire is not received 7 days before hire period the deposit is forfeit.
- 1.2 The deposit will be returned to the hirer within 10 working days of the end of the hire period provided no infringement of the use of the hall or conditions of use has occurred.

2. CONDITIONS OF USE

- 2.1 The hirer can make use of the hall as specified in the 'Use of the Hall' on the Booking Form.
- 2.2 All Saints, Shooters Hill PCC shall not be liable for any loss or damage to person or property which may arise from any cause whatsoever (excluding negligence or default of All Saints, Shooters Hill) arising out of or in connection with the hirer's use and occupation of the hall.
- 2.3 All items belonging to the hirer and or caterer must be removed from the hall on the same day and **the hall must be left clean and tidy.**
- 2.4 Where necessary the floor must be swept or mopped so that it is suitable for use by other users including children attending the Breakfast club or Pre-school.
- 2.5 **Special attention must be given to the kitchen and toilet areas to ensure they are clean and tidy before the hirer leaves the hall.**
- 2.6 **The hirer must place all rubbish in plastic sacks provided by the hirer and take them with them on vacating the hall.**
- 2.7 All music must finish and the hall be vacated as specified on the booking form. The volume of music or other activities must be kept low enough so as not to disturb neighbours.
- 2.8 The hirer is responsible for any damage to the hall and its contents occurring as a result of the use of the hall by the hirer. The hall will be inspected after the hire period.
- 2.9 **No drinking or gathering of people should take place outside the hall.**
- 2.10 **Alcoholic beverages must not be sold on the premises.**
- 2.11 Any decorations must only be attached in ways that do not affect the hall surfaces and must be cleared away afterwards so that no evidence of them or the way they have been attached remains. Any notices or decorations put up by other users of the hall (for example the pre-school) should not be disturbed.
- 2.12 As the premises are in a residential area the hirer and guests must ensure common courtesy is used so as to avoid parking across entrances, driveways and garages belonging to residents and must ensure that there is no excessive noise or unacceptable form of behaviour when in the vicinity of the exterior of the hall.
- 2.13 **A risk assessment should be made if any activity which might give rise to risk is to be used in the hall. Where relevant a copy of the owner's/ operator's Public Liability certificate must be provided 7 days before the date of hire.**

- 2.13 No chewing gum is allowed in the hall or any rooms appertaining thereto.
- 2.14 The Priest-in-charge or a representative of the PCC can enter the hall at all times and has the right to stop any entertainment or meeting which in his or her opinion is not acceptable to be carried on in the hall or after due consideration of any complaints from local residents.
- 2.15 **The user needs to make arrangements to borrow a key to the hall.** The key can normally be picked up from the church office in the church on Friday between 10 and 11 or at any other time or place by mutual agreement. All hire fees and deposits must have been received before a key can be issued. A key undertaking form will be completed. The key can be returned via the Vicarage letterbox (106 Herbert Road) afterwards. Please note that if the key is lost and the locks have to be changed the User is liable for any costs incurred.
- 2.16 The number of people using the Hall must not exceed the number agreed on the booking form.
- 2.17 **The time of arrival and leaving should be recorded in the Day Book to be found in the Hall Kitchen. Please also note anything that should be known by All Saints or other users of the Hall. ANYTHING URGENT OR DANGEROUS SHOULD ADDITIONALLY BE NOTIFIED BY EMAIL TO hall@allsaintsshootershill.org OR BY TEXT TO ANY OF THE EMERGENCY NUMBERS ON THE DAY BOOK.**
- 2.18 Hirers must make sure that they and their guests do not use or disturb the equipment belonging to the pre-school stored in the hall.

3 PERIOD OF HIRE

- 3.1 The period of hire is as specified on the booking form. Hirers should ensure that they have allowed enough time before the event starts to set up the Hall and enough time after the event to remove their equipment, other belongings and rubbish, put the Hall's equipment back ready for the next user and do any cleaning necessary.

4. PAYMENT

- 4.1 The deposit is payable at the time of booking. The full hire fee must be received at least 7 days before the period of hire.
- 4.2 Money can be paid directly to All Saints' bank account. Please quote ASHall and the date of the hire. An email should be sent to hall@allsaintsshootershill.org to allow us to check receipt of the money.
Sort code 600737 Account number 12421650
Cheques should be made payable to "All Saints Shooters Hill"

5. CONTACT

Please send documentation to:

Hall administrator, c/o All Saints Vicarage, 106 Herbert Road, London, SE18 3PU

Emergency numbers are on the front of the Day Book in the Hall kitchen.

THESE CONDITIONS OF HIRE FORM PART OF THE BOOKING FORM