



St Peter's Church

Venue Hire - Terms and Conditions

Venues and capacity

St Peter's Hall	x88 seated	x130 standing
Narthex	x20 seated	x30 theatre
Small Meeting Room	x8 seated	na
Church	x500-800 seated	plus side chapels

See **Venue Hire Information** for details about facilities and charges

How to Book

For all enquiries and bookings please contact the Parish Office via email marked 'Venue Hire' stpetersactongreen@gmail.com

Deposit

A deposit is required with every booking form - refundable in full within 28 days of event.

Charges

We require full payment no later than 28 days before booking unless the booking is made within this time - please be advised by the Parish Manager.

Responsible Person

The person making the booking must either be in attendance at the function or nominate a responsible adult to be at the function at all times. No bookings accepted from anyone under 25 unless previously agreed.

Sub-letting

Sub-letting the premises is not permitted.

Cancellation

If booking is cancelled after the deposit has been paid and confirmation received a charge is payable. Cancellation charges calculated as follows;

More than 28 days before function	- Deposit to cover admin charges
14 - 28 days before	- Deposit and 25% total hire charge
7 - 14 days before	- Deposit and 50% total hire charge
7 days before or less	- 100% total hire charge

Set up and Clear up times

You must ensure that the booked time includes adequate time to set up facilities and clear up afterwards. (We suggest at least half an hour before and after.) If the venue is not vacated on time then any extra time will be charged at an hourly rate. Part of an hour will be charged as a full hour. Any rubbish left behind will have to be bagged in commercial bags at a charge of £2.20 per bag

Damage

Hirer is liable for any damage to the premises or any of the facilities and equipment, as well as any extra cleaning required after the event. We will give you details of any deductions and these amounts will be deducted from the deposit before the balance is refunded.

Emergency telephone number

If there are problems with any facilities or the alarm sounds, hirers will be given an emergency number to call for advice. Hirers should not contact the alarm company unless advised to do so.

Terms and Conditions

1. The Hirer shall ensure that the rules governing the use of the premises are complied with.
2. **No smoking** is permitted anywhere on the premises.
3. **The Hirer shall be responsible for supervision and security of the premises**, protection of the fabric and contents from damage, and the behavior of all persons using the premises, including proper car parking arrangements to avoid obstruction of the highway.
4. **The Hirer should ensure that those attending the event cause no nuisance or disturbance** to other users of other parts of the premises, or to nearby residents or other members of the public. There must be adequate adult supervision of all events, but in particular for children and young persons under the age of eighteen.
5. **The Hirer shall be responsible for obtaining any local authority or other licences** necessary in connection with the booking, other than those (if any) already held by the PCC. You must supply us on request with proof that such licence has been obtained. In the event of the failure to obtain any requisite licence or to comply with its terms then you will indemnify us in respect of any liability which we may incur as a result of such failure or breach.
6. **The Hirer must comply with all statutes**, regulations and other legislation applicable to your organisation and/or your event, and should indemnify us against all and any liability arising in respect of any breaches by the Hirer of anyone attending the function.
7. **The Hirer shall be responsible for making adequate arrangements to insure** against any third party claims which may lay against the Hirer or his/her organisation whilst using the premises.
8. **The Hirer shall be responsible for the observance of all regulations** affecting the premises imposed by the Licensing Justices, the Fire Authority and the Local Authority or otherwise.
9. **The Hirer shall not sub-let** or use the premises for any unlawful purpose or in any unlawful way or do anything to bring into the premises anything which may endanger the premises, their users, or any insurance policies relating thereto.
10. **The Hirer shall indemnify the PCC in respect of the cost of repair of any damage** done to any part of the premises including the curtilage thereof or the contents of the the building during, or as the result of, a booking and in respect of any liability to third parties or otherwise arising out of the use of the premises pursuant to the booking.
11. **The premises and facilities must be left clean and tidy**, with all equipment having been returned to its proper position as found before the event.
12. **Fire exits must not be obstructed**, nor may any indoor fireworks, smoke machines or other combustible materials be brought on to the premises or lit or burned without express written consent.
13. **The Hirer is responsible for ensuring that any electrical equipment brought onto the premises is safe to use** and complies with all relevant legislation. By making a booking the Hirer agrees to indemnify the PCC against all and any losses arising from the use of defective equipment or from the negligent use of any equipment.
14. **The Hirer is reminded that they are responsible for any accident or injury** arising out of the activity for which they have hired the premises. It is the responsibility of the hirer to ensure that the premises are safe for the purpose for which they intend to use them. The Hirer must, in the event of an accident, complete the accident book located in the **Parish Hall Kitchen**, providing the information.
15. **The Hirer shall abide by the PCC Safeguarding Policy**, signing the statement provided at the end of this agreement to acknowledge that this has been seen and that all concerns relating to abuse of vulnerable groups will be reported to the relevant statutory authority.

☐ I have read and accept these **Terms and Conditions of Use**

☐ I have read St Peter's Church **Safeguarding Policy**

☐ I have read St Peter's **Health and Safety guidelines**

Signature of hirer

Date

St Peter's Acton Green / 2019