

Stroat Church Hall

Terms and Conditions of Hire

1. Applications for the hire of the hall shall be made to the Church Office in advance, the hirer being over 18 years of age.
2. The hirer has full responsibility for ensuring the hall plus equipment is used with respect. The Hirer must be present throughout the period of hire to ensure all the conditions are complied with.
3. The Hirer agrees to leave the hall in a clean and tidy state and will remove any leftover food or food waste, unwanted items or rubbish that may arise from this event.
4. The Hirer will be liable for any damage done to the hall and its contents including breakages or losses as well as any additional cleaning costs. Any damages must be reported to the Church office immediately after the letting. In the event of any damage during the hire period the hirer will have to pay for repairs carried out by a contractor approved by the Church Hall Trustees in addition to the agreed charge.
5. The Hirer undertakes to become fully aware of the Fire Regulations and will ensure that Emergency exits are kept clear. For large events (over 50 people), the event organiser shall appoint a Fire Marshal.
6. Notice of cancellation of hiring shall be given by hirers in writing 14 days in advance. In the absence of such notice the hirers must pay hiring charges in full.
7. The person to whom the hall is let shall be responsible for its proper and orderly use, the good behaviour of all the guests, the observance of any licensing regulations or other legal requirements governing such use, the leaving of the premises in a clean and tidy condition, the chairs and tables put away and for ensuring that doors are locked, windows closed, and all lights put out where appropriate. It is the responsibility of the hirer to oversee and be in attendance during the whole time they are open to the public. The person in charge shall not be engaged in any duties which would prevent him/her from exercising general supervision. All furniture shall only be used for the purpose for which it was designed. No nails, screws, tacks or adhesive tapes shall be applied to decorated surfaces and no alterations shall be made to the electrical circuits or fittings.
8. The right to refuse any application received for the hire of the hall, or to refuse admission to any individual, without assigning any reason is reserved by the Trustees.
9. The Public Liability Insurance Policy only covers any accident or injury for which the Trustees would have a legal liability. The individual organisations or persons hiring the hall should affect their own liability insurances and other cover on their own equipment as may be required.
10. The Trustees accept no responsibility for damage to or the loss of property of the hirer or for Third Party claims arising from anything introduced onto the Trust premises by the hirer at the conduct of the function of the hirer.
11. Bookings are subject to the premises being available and the Trustees will accept no responsibility for any loss sustained by the hirer because of any part of the premises not being available through the accident, damage, service failure or other, reason outside the control of the Trustees.
- 12. The Hirer undertakes the responsibility for ascertaining whether DBS certificates are required for adults supervising children or vulnerable adults during the hire and ensures that they are in place if required.**
13. No alcohol is permitted to be sold, bought or consumed on the premises without the prior permission of the Trustees.
14. Accidents/incidents should be entered in the Accident Book which is located in the kitchen.

Audio/Visual Equipment and Licences:

The Audio equipment is located at the back of the main hall. Instructions for use are provided. Whilst Wi-Fi is available the Internet connection cannot always be relied on, and so it is recommended that you do not stream media, and bring any content already downloaded.

Whilst we have a laptop connected to the PA system which can be used you might find it easier to bring your own laptop, and connect it either to the projector through the HDMI lead or the PA via the headphone lead (both supplied) If you do disconnect any leads please reconnect them when you have finished.

You must ensure that you have the appropriate licence(s) to play videos/music etc. are obtained prior to hiring the hall.

Kitchen:

Please leave the kitchen in a clean condition and safe, with all cutlery, crockery and glassware put away in the same cupboards they came from, plus all appliances unplugged. (Do Not unplug the fridge.)

If you use the Hot Water Urn please ensure that this is emptied after use and unplugged.

Toilets:

Please leave the toilets in a clean condition and safe. Replacement WC rolls, and paper hand towels can be found in the kitchen cupboards. Please note that our waste-water runs to a septic tank in the garden.

Cleaning

Please leave the building in a clean and tidy state for the next occupier, a Vacuum Cleaner and other cleaning essentials can be found in the cupboard by the toilets.

Safety Regulations

1. Nothing shall be done that will endanger the policies of insurance relating to the hall or contents and in particular:
2. No obstruction must be placed in front of fire exits.
3. Fire appliances will be inspected in a timely manner and must be kept in their proper places and used for no other purposes.
4. Written Fire Instructions are prominently displayed.
5. No balloons filled with flammable gas shall be on the premises.
6. No smoking or use of pyrotechnics, artificial smoke, flash boxes or naked lights to be used without express permission of the Trustees.

Costs

The Church Hall can be hired at £10 per hour, or part hour, with effect from 1st October 2022. Please make sure you add in 'Setting up & Clearing Up Time' to your booking.

Hire fees can be paid by cheque made payable to Stroat Church, or via BACS, details will be supplied on invoice, which is payable 28 days of issue date.

Nuisances

1. The hirer should ensure that noise arising from the use of the premises shall not cause annoyance to the occupants of the premises in the vicinity and any form of amplification shall be so controlled by the hirer to prevent such annoyance.
2. Cars may not be parked to cause an obstruction at the entrance to or exits from the hall.
3. Litter shall not be left in or about the property. Rubbish should be placed in a bin bag and put in the outside dustbin or removed from site.
4. Permission from the Hall Trustees will be required for dogs to be allowed in the hall.
5. Horses and other large/farm animals shall not be brought on to the trust property without the express sanction of the Trustees.

Smoking

The premises are completely **NON-SMOKING**, this includes E Cigarettes, and any smoking must be outside of the carpark gates NOT outside the doors where it will cause a nuisance to occupants of the premises in the vicinity. Cigarette butts must be disposed safely and not litter the surrounding area.

FIRE

The building is fitted with break glass fire alarms, which are regularly checked.

All doors can be used as exits and must be kept clear and accessible when the building is occupied.

Smashing the break-glass and pressing the button in the red boxes by the exits activates the fire alarm.

If a fire warning activates evacuate the building immediately.

Assembly point is in the layby near to the post box.

Carry out a head count.

Call the Fire Brigade.

Do not re-enter the building until cleared to do so.

If a small fire starts, use the fire extinguishers to fight the fire and raise the alarm.

Carry out actions above.

SAFETY IS PARAMOUNT