

## Terms and Conditions of Hire

### For St Paul's (Norden) Parish Hall

#### 1. Bookings

- 1.1. Any person or organisation who wishes to hire the hall for the same purpose or activity on more than one occasion in any one month is deemed to be a regular hirer and will need complete an application for regular hire, obtainable from Julia Slack on 07712 444834.
- 1.2. The Parochial Church Council (PCC) is unable to take bookings from persons under the age of 21 years or from any organisation or group with an unlawful or extremist background.
- 1.3. The person named on the agreement ('the hirer') is responsible for these terms and conditions of hire being adhered to and must be present for the duration of each hire period. If they do not intend to be present for a particular hire period, written details of the person acting as deputy must be supplied to the PCC for each and every occasion that the regular hirer is not present.
- 1.4. The agreement is personal to the hirer and he/she must not assign or sublet any of the benefits granted by this agreement. Nothing in the agreement is intended to have any effect of giving exclusive possession of any part of the hall to the hirer or of creating any tenancy between the hirer and the PCC.
- 1.5. The hirer is to use the hall only for the purpose stated in the application form or verbally at the time of booking.
- 1.6. The hire period includes the setting up, preparation, clearing up, cleaning and exiting of the hall and grounds.
- 1.7. The use of the hall does not entitle the hirer to enter the hall at any other time than the specified hours for which the hall is to be used unless prior arrangements have been made with the PCC.
- 1.8. On safety grounds, and in accordance with the Fire Regulations, up to a maximum of 80 people may occupy the hall at any time during its use.
- 1.9. The hirer will comply with the PCC's Parish Safeguarding Policy and with the latest Government Guidelines when the premises are to be used for purposes or activities involving children or vulnerable adults.  
The hirer shall be responsible for the safety of children and vulnerable adults in the hall and ensure that they are kept safe from harm at all times during the hire period.
- 1.10. Regular hirers who work with children/young adults/vulnerable adults are required to provide a copy of their Child Protection Policy and copies of DBS checks for their employees/volunteers.
- 1.11. The PCC reserves the right to refuse admission to any person or persons.

- 1.12. The Hirer shall, if serving or selling food observe all relevant food health and hygiene legislation and regulations. **The preparation of food on the premises is not permitted.**

## 2. Payments

- 2.1. The hirer is personally responsible for payment of all fees or other sums due in respect of the hire.
- 2.2. Charges for use of the hall are reviewed annually and new charges come into force on the first day of January each year.

## 3. Access to the Hall/Keys

- 3.1. Keys for access can be obtained from Mrs Julia Slack
- 3.2. Regular hirers will be issued with keys. These keys can be retained by the regular hirer for the duration of the hire period providing that all hire fees are paid by the required time.

## 4. Alcohol

- 4.1. Alcohol must not be sold on the premises without obtaining the appropriate Temporary Events notice from the licensing section of Rochdale MBC. If it is intended to sell alcohol on the premises the appropriate Temporary Events Notice is to be obtained, a copy supplied to a member of the Parish Hall Committee prior to the event and the notice displayed on the premises during the event.

## 5. Smoking

- 5.1. All buildings and car park are no smoking areas and therefore smoking is not permitted. This **includes** electronic cigarettes (vapes).

## 6. Electrical Equipment

- 6.1. All Electrical Equipment brought into the hall must have undergone Portable Electrical Appliance Testing (PAT Testing) and the hirer is to provide an up to date PAT Test Certificate.

## 7. Fire Exits and Regulations

- 7.1. Fire exits must be kept clear at all times and an adequate gangway left between chairs and tables to allow easy exit from the hall.
- 7.2. The hirer must make themselves fully conversant with the fire drill for the hall and the position of appliances and emergency exits.  
In the event of an evacuation of the building the regular hirer is responsible for informing the emergency services that everyone has been evacuated safely.

## 8. Cleaning

8.1. The hirer shall, at the end of each hire period, leave all areas of the hall in a clean, tidy and orderly state as detailed in the separate Regular Hirer's Checklist which forms part of these terms and conditions of hire.

**N.B. All waste materials from the hire must be removed by the hirer.**

The hall does not have a council waste collection service.

## 9. Exiting the Building

9.1. The regular hirer is responsible for the security of the hall for the duration of each hire period. At the end of each hire period and before leaving the hall, the regular hirer must ensure that the hall is safe and secure.

9.2. Opening and closing arrangements will be agreed with non-regular hirers at the time of booking.

## 10. Cancellations / Changes to Bookings

10.1. **The PCC has priority use of the hall.**

If any changes to a confirmed booking are necessary, the PCC will give at least one month's notice if at all possible.

10.2. If, due to an emergency or unforeseen circumstance, the PCC consider it necessary to cancel a booking, the PCC will refund the booking fee in full. However, the PCC shall not be liable to pay any compensation to the hirer or any other person due to cancellation.

## 11. Lost or damaged property

11.1. The PCC will not under any circumstances accept responsibility or liability in respect of any loss of or damage to any property, articles or items placed or left in the hall by or on behalf of the hirer or any other person, or in connection with the hire.

11.2. Cars and their contents are left on the car park at the owner's risk.

## 12. Damage, Loss, Injury

12.1. The PCC accepts no responsibility for any injury to persons or damage to property arising out of the hire.

12.2. Any costs incurred by the PCC during the hire period e.g. breakages, cleaning etc. and any costs incurred as a result of the hirer's non-compliance with the Occasional Hirer's Checklist will be charged. Costs not covered by the deposit will be invoiced separately.

12.3. Details of any accidents or incidents occurring during the use of the hall, including details of any witnesses, apparatus etc. involved, must be recorded in the Accident Book, located in the kitchen. This must be as soon as possible and

in all cases within 24 hours. Any apparatus or equipment involved must be retained for inspection by law.

### **13.Failure to comply**

13.1. The PCC reserves the right to terminate any hire immediately in the event of the hirer's failure to observe or perform any of the conditions and terms of hire contained herein.

### **14. Hall Committee**

14.1. The telephone numbers of the hall committee are as follows

Mrs J Slack	01706 632828	07712444834
Mr M Edmondson	01706 649105	07890814484
Mr R Fowler	01706 659453	
Mr I Short	01706 638861	07734 259460