

Letting Policy for the hire of St Margaret's Church Hall

- All hirers of the hall are required to ensure that they have adequate insurance in force for all legal liabilities which could arise, including death or personal injury to third parties (including employees and volunteers), or damage to the hall or the property of others, arising out of their activities at, and occupation of, the hall. Such cover should be maintained at all times, and the Parochial Church Council (PCC) or its representative(s) retain the right to check the existence of such cover on request.
- The hall shall be hired to the hirer for the hours and at the rate shown on the booking form on the reverse.
- The maximum number allowed in the large hall is 100, and in the small hall is 25. The hirer must ensure these numbers are not exceeded.
- A deposit of £75 in cash or by bank transfer shall be paid when the hall is booked. The deposit is non-refundable if the hirer cancels the booking. The deposit, or a proportion of it, shall be withheld to cover the cost of any breakages, or if the hall is left in an unsatisfactory manner, or if the hours of booking are exceeded. The hirer shall repay any cost, beyond the £75 deposit, of repairing or replacing any part of the premises or property that is damaged or removed during the period of hire. If there are no such problems, the deposit will be returned to the hirer within 7 days of the booking.
- Hirers must pay the hire cost at least 7 days before the date of the booking. Payment can be made by cash or bank transfer.
- The hall should be left in a tidy condition. Tables should be wiped down if necessary, and returned to the storeroom. Chairs should be stacked and left along the side of the hall. Rubbish should be securely wrapped in bin liners and placed in the green bin outside the hall. Items that can be recycled can be placed in the recycle bins outside the hall.
- No notices or decorations should be fixed to the walls or doors by adhesive tape or drawing pins.
- All property of the hirer must be removed at the end of the period of hire.
- The PCC will not be liable for any loss, theft or damage to any property of the hirer on the premises.
- The PCC and their delegated representatives reserve the right of entry to the premises at all times.
- The hall is a no smoking venue.
- Hirers should ensure their members/guests are aware of the location of the fire exits, which must be left unlocked during the booking and must not be obstructed in any way.
- The hall is situated in a residential area. Please be mindful of this, especially when leaving the hall.

Booking Form for the hire of St Margaret's Church Hall

Name of hirer:

Address and phone number:

Email address:

Date of hire of hall:

Time:

Name of group/purpose of hiring the hall:

Total cost of hire (£75 per hour):

Deposit £75 to be returned with this form. Deposit paid on:

The hall is hired subject to the Letting Policy set out on the reverse of this booking form. By signing below you are making a definite booking for the hall and agreeing to the Letting Policy.

Signed:

(Hirer)

Signed:

(on behalf of St Margaret's PCC)

Date: