



Hire Agreement for Occasional Users

1. This Agreement is between The Parochial Church Council (PCC) of St Mary with St Alban and you, "the Hirer".
2. The Hirer agrees to the terms of this Agreement and the associated Conditions of Hire relating to Care of the Hall, Safeguarding and Fire Safety, all within this document.
3. St Mary with St Alban's PCC reserve the right to cancel or change the booking if the accommodation is required for Church functions, use as a Polling Station for a Parliamentary or Local Government election, or other exceptional need. Any fee paid for such cancelled booking will be refunded. The PCC endeavours to give a period of 2 months' notice in such cases.
4. The Hirer must respect the booked times of hire - which include your set-up at the start of your booking and your clear-up and clean-up at the end - and vacate the premises promptly by the end of the hire period.
5. Ahead of accepting/confirming a booking, we will need to understand the purpose of the Hire. We have the right to refuse to Hire, when the purpose of the Hire may be construed by the PCC of St Mary with St Alban to be contrary to the ideals and practices of the Christian faith.
6. No booking can be accepted, and no date held, without full payment, as shown in the attached invoice. The payment will be the responsibility of the Hirer. Refunds are not guaranteed and in case of cancellation please contact the Parish Office. We require 30 days' notice of cancellation for bookings in the Main Hall and 14 days' notice of cancellation for bookings in the Mina Hogan Room.
7. 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 grounds thereof, or the contents of the building during or as a result of the letting and in respect of any liability to third parties or otherwise arising out of the use of the premises pursuant to the booking.
8. The Hirer is not to create any nuisance to persons or property, especially in the immediate neighbourhood and is to indemnify the PCC from all and any claims arising from the booking.
9. Our license permits a reasonable level of noise from a booking until 10.30pm, at which point all noise must cease, and those attending need to begin to leave the area quietly. Allowing a quiet clear-up and clean-up of the premises by the Hirer before the premises is locked at 11.00pm.
10. Please be aware that it is illegal to supply alcohol to any person under 18 years, or to any person who shows signs of being intoxicated. Also, should you wish to sell alcohol during your Hire, the Hirer is responsible for obtaining and paying for a Richmond Council Temporary Event Notice which needs to be presented with this signed Contract and Conditions.
11. 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 when using the premises.
12. If an entertainer or caterer is hired, the Hirer is responsible for their conduct (e.g. safe provision of services, prompt leaving, care of Hall, etc).
13. All hired bouncy castles must have a protective layer placed beneath them (to prevent floor damage), and suitable crash mats to protect the children – this is the responsibility of the Hirer.

Hirers do not have access to other sections of the Hall which they have not booked.

St Mary's Parish Hall - Conditions of Hire

Relating to Care of the Hall, Safeguarding and Fire Safety

CARE OF THE HALL

St Mary's Parish Hall is a community facility shared by many and, as such, all users share a responsibility to keep the Hall in good order for yourself and others.

1. Nothing shall be affixed to the walls, woodwork or furniture other than with Blu-Tack.
2. The Hirer must vacate the premises by the end of the hire period. The Parish Hall is to be left in a clean and satisfactory condition and any equipment/furniture used is to be replaced tidily where found.
3. Floors throughout are to be swept and all spillage of food or drink on the floors or furniture is to be properly removed by cleaning.
4. The PCC accept no responsibility for anything left at the Parish Hall.
5. All rubbish, and recycling, generated by the Hirer is to be taken home by the Hirer. Under no circumstances is anything to be left onsite at the Hall.
6. The Hirer must report breakage and any such damage, or breach of the terms of the hire agreement to the Parish Office within 24 hours.
7. No helium filled balloons are permitted in the hall.
8. No animal experience parties are permitted in the hall.

SAFEGUARDING

The Hirer agrees to comply with the PCC *Safeguarding Policy* and *Code of Safer Working Practice*. Please refer to full copies of these policies on our website: <https://www.teddingtonparish.org/safeguarding/>

1. The hirer, whilst onsite here, is required to ensure that children, young people and vulnerable adults are protected at all times, by taking all reasonable steps to ensure that no person is at risk of harm.
2. It is best practice to ensure you have at least two adults over the age of 18years in any group of children and young people who do not have their parent or carer with them, no matter how small the group.
3. No person under the age of 18years will be left in charge of any children or young people of any age.
4. No child/group of children/young people should be left unattended at any time.
5. Unaccompanied children must not be allowed in the kitchen at any time.
6. The Hirer will immediately (within 24 hours) inform the Parish Safeguarding Officer of any cause(s) of Safeguarding concern you may have had whilst onsite for your booking at this Hall: Mary Field-Smith: safeguarding@stmarywithstalban.org

FIRE SAFETY

The Hall is a No Smoking building, fitted throughout with fire alarms and smoke detectors.

1. Prior to commencement of the hire period, a responsible person must be nominated to receive a safety briefing on arrival or at a mutually agreed time.
2. The responsible person must make themselves familiar with the advice on the FIRE ACTION PLAN notices situated in the main entrance and kitchen.
3. The responsible person must make themselves familiar with the nearest fire escape route or routes and relay this to other members of the group as required.
4. In the event of a fire, the lift must not be used. Evacuation from above-ground levels must be made via the stairwell.
5. No fire is to be lit at any time in the building, nor any appliance used that involves gas or naked flames (other than the kitchen appliances). No indoor or outdoor fireworks are to be used inside or outside at any time.
6. In case of fire, fire extinguishers must only be used by competent people if they consider it is safe to do so; otherwise, risks should not be taken, and the building must be evacuated.
7. Any electrical items (e.g. Mobile phones, Inflatables, PA systems, compressor pumps) brought into the Parish Hall and plugged in by the Hirer must have an in-date PAT certificate on the item or power-plug.
8. Any portable heaters must be plugged into a mains supply and never via an extension lead.
9. Kitchen appliances (e.g. cookers, kettles, urns) must only be used by competent people.
10. No items (e.g. pans, tea towels) are to be left on the gas hobs at the end of the hire period.
11. At the end of the hire period, all electrical equipment used must be turned off (e.g. lights, wall-heaters, cookers, urns, speakers, PA system). The fridge is the one exception to this.

If any of this form remains unclear to you, clarification must be sought from St Mary's Parish Hall ahead of your booking.

I have read and understood the Agreement and related Conditions of Hire and agree to abide by them.

Name _____

Address _____

Mob. No _____

Signed _____

Date _____

Date(s) of Function _____

As a Fairtrade Certificated and Eco Bronze Awarded Church, we encourage you to use fairly traded items on these premises, avoid single-use plastics and recycle + re-use all that you can. Thank you.