



St Paul's Church, Warwick

Conditions for Hiring Church Hall

THE CHURCH

1. St. Paul's Church is dedicated to the Worship of God. Whilst use of the building for purposes other than worship is welcomed, its spiritual purpose should be respected.
2. Use of the hall must not create any disturbance or inconvenience to the neighbourhood.
3. The hall will not be regarded as booked until a completed form has been received and approved by the Church Administrator. A provisional booking may be made by telephone, but this to be confirmed within 7 days by a completed booking form.
4. Fees are payable by cheque monthly in arrears for regular bookings and by cash or cheque in advance for casual bookings. Cheques should be made payable to **St. Paul's Church, Warwick**.
5. A deposit of £25 to be given to the Administrator on booking either in cash or by cheque. This to be returned to the hirer if all well after the event. This is not relevant for regular hirers.
6. The Church reserves the right to refuse any application without stating reasons.
7. All doorways and fire exits must be clear of any obstructions.

THE HIRER

8. The Hirer must notify the Church Administrator at least 48 hours in advance if the hall **is not required**. Otherwise the full hiring fee will be charged. One month's notice is required to terminate arrangements for regular hire.

Approved by PCC 18.01.2017

Reviewed 6.02.2020

9. Hirers may not transfer bookings to any other person or organization.
10. The Church Administrator must be informed if the hirers wish to bring to the hall any additional furniture or equipment. Before giving approval, the Church Administrator will require the name, address and telephone number of the person who will be responsible for the furniture and equipment concerned.
11. For hirings after dark the Hirer should ensure that a responsible person present has a **torch** in case of power failure.
12. The Hirer is responsible for ensuring they are familiar with all fire exit points and evacuation of the building in the event of a fire. The Hirer must ensure that all doorways and fire exits must be clear of any obstructions.
13. **All rubbish to be removed from the Church hall.** A reasonable amount can be placed in plastic bags in the dustbins provided outside the Church. Excess to be taken home and disposed of.
14. No intoxicants shall be sold on the premises.
15. No form of gambling, whether bingo, raffles, lotteries and the like shall take place for money prizes.
16. Smoking is not permitted.
17. If damage is caused to church property during a letting, the Hirer shall be liable for the cost of making good such damage. Should the hall not be left in a clean or satisfactory condition the Hirer shall be liable for the cost of cleaning.
18. No pets or animals, apart from guide dogs/assistance dogs, may be brought into the hall.
19. At least one responsible adult must be present and in charge throughout the letting.
20. The hall must be vacated by 11pm
21. When vacating the hall at the end of the letting, please ensure that all lights, cookers and heaters are off. Please **do not** alter the radiator controls. If you change the wall thermostat in the hall, please ensure that it is left at 18 degrees.

22.**Keys:** Arrangements to be made with Church Administrator for the picking up and returning of keys.

23.Regular bookings are allowed on the understanding that, should it be necessary, Church activities take priority. The Church will give at least two weeks' notice.

24.**The Hirer is strongly advised to have insurance cover for not less than £2 million against all claims from third parties involving injuries to persons or damage to property. Also, for loss or damage to the Church. Regular hirers may be required to show a copy of their insurance certificate. Casual hirers should check their household or personal insurance policy guarantees such cover. The hall may be used without such cover, in which case the hirer may be personally liable for any claim.**

25.**Safeguarding: Where children or vulnerable adults are involved, regular hirers are required to provide a copy of their DBS certificate or agree to a DBS check and confirm they have appropriate insurance cover.**

26.The Clergy, Wardens and Parochial Church Council will accept no liability for actions, claims and liabilities arising out of use of the hall or church, nor for the loss or damage of personal belongings.

I acknowledge receipt of these conditions:

Signed: *Date*

Keep one copy of these conditions and return one copy with the booking form.