

# TERMS AND CONDITIONS FOR USE OF ST JOHN'S CHURCH HALL

## Definitions

**Entry Fee** is where a charge is made either on the night, or in pre-paid ticket form for entry into the premises.

**Hirer** is the person or organisation detailed on the Booking Form and is deemed to be the responsible person for the purpose of compliance with any relevant legislation.

**P.C.C.** is the Parochial Church Council of St John's Church, Deepcar.

**The Premises** are St John's Church Hall, St John's Road, Deepcar.

1. The hirer shall be regarded as the responsible person during the period of hire and shall be responsible for the care of the premises and the conduct of the guests. The hirer must be over the age of 18 years and be present for the period of use.
2. The hirer will be responsible for ensuring all appropriate children's statutes and guidelines are met.
3. The facility cannot be used by Political Parties or their agents, by religious groups not of clear Christian affiliation, or for actively promoting non-Christian spirituality (e.g. parties promoting Halloween). The Clergy and Church Wardens of St. John's Church will be arbitrators on any question arising on this point. If in doubt contact the Church Wardens well in advance of the event.
4. The hirer must comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, or otherwise, particularly in connection with any event which includes public dancing, music or other similar public entertainment or stage productions.
5. It is the hirer's responsibility to familiarise themselves and anyone else in the building, with any safety precautions. Specifically the hirer will be regarded as the responsible person for the purpose of fire safety regulations. If this is your first time of use please seek advice from the booking contact.
6. No form of gambling is allowed on the premises with the exception of raffles. Written approval must be given and in these circumstances an entry fee will not be allowed. The maximum prize must not exceed £10.00
7. If the kitchen is used, the hirer becomes responsible for all relevant food and hygiene regulations. It is also their responsibility to ensure the kitchen is left clean and tidy.
8. It is the hirer's responsibility to ensure that all electrical appliances and heating are switched off before leaving the premises.
9. Written approval must be given for the use of Alcoholic drinks and the performance of music on the premises. The hirer must obtain such licences or permission as required by law.
10. The maximum number of persons attending must not exceed 80.
11. For safety security and comfort of guests, the following must be observed.  
  
No smoking. No open flames. No process that generates fine dust or smoke. No animals (with the exception of registered guide dogs).
12. No fastenings of any sort, in particular sellotape, are to be used. Under no circumstances are any alterations to be made to electrical wiring or any equipment supplied by the P.C.C. Any damage caused may be billed to the hirer.
13. The user must not use premises for any purpose other than that described in the agreement. The P.C.C. accepts no responsibility for any loss or damage, including personal injury or death, resulting from misuse of the premises.
14. Once the booking form has been completed and the booking fee paid, an agreement will exist between the P.C.C. and the hirer. If the church representative responsible for taking the booking has any doubt about the validity of the hirer, they will seek approval by the P.C.C. Standing Committee for the use of the premises.
15. If the church or civil authorities require use of the premises at short notice (this is extremely rare) no liability can be placed on the P.C.C.
16. If information supplied by the hirer subsequently proves to be false, the P.C.C. reserves the right to cancel the booking and in such cases the hirer may be responsible for the booking fee.
17. The booking fee is payable in advance and a returnable deposit may be required for 'one off events'. The decision for this will be that of the person taking the booking.