

St Lawrence's Church Hall
Congleton Road, Biddulph, Staffordshire ST8 6RG

Telephone 01782 513891 Email: office@biddulphchurch.org.uk

Terms and Conditions for Hire of Room/s

The **Owner** is the Vicar, Churchwardens and Parochial Church Council of St Lawrence's Parish Church Biddulph.

The **Hirer** is the person hiring or representing the group or organisation hiring, for the fee, facilities requested, period/s and time/s stated on attached sheet and having duly paid the said fee, and signed the document.

The hire charge for the room shall be that in force at the **date of hire**, not at the time of booking. (All charges are revised annually).

Damage to the building or contents by person/s under the responsibility of the Hirer, caused during the period of hire, must be paid for by the Hirer, or replaced by other equal approved. The facilities shall be used and occupied in such a way that nothing shall be done to injure the reputation of the premises, nor offend against any statute or any of the regulations of any Local or Public Authority in any way.

Insurance cover is **not** provided for the hirer's contents or liabilities, and the hirer shall provide evidence of current Public Liability Insurance on request.

The facilities must be left in a clean and tidy condition after each session of use. Preparation and clearing away time is included in the hire period and excess hours will be charged if the room is in use prior to, or is not vacated at the times stated.

The hirer must comply with all prevailing Child Protection regulations and issues and provide evidence of such on request.

The Hirer will ensure that all those attending are aware of the Fire Regulations. The rear door of the hall should be **unlocked** on arrival to ensure a second fire exit is available. Please inform the Church Office of any incident, where the alarm system is activated.

- The kitchen should never be left unattended when in use.
- Smoking is not permitted on the premises.
- Alcoholic drink is not to be brought into, nor consumed on the premises.
- Gambling or betting in any form is not allowed on the premises

FIRE DOORS must NOT be propped open for any reason.

The owner has the right to effect a temporary change in accommodation or facilities, but **not** without prior consultation with the hirer, except in a case of emergency, when such consultation would be impossible.

Any breach of the above conditions could negate this agreement.

January 2010

Fire Regulations

St Lawrence's Church Hall

If you see a fire, raise the alarm immediately – smash the glass at the nearest call point and then dial 999 on the nearest telephone. The Fire Brigade will not come unless someone calls.

When the fire alarm is sounded, everyone must immediately leave the building by the nearest exit, not stopping to collect belongings. They should report to a pre arranged assembly point.

The person who hired the room will be responsible for taking a register. They should tell a member of the emergency services if anyone is not accounted for.

Everyone must co-operate with the Emergency Services. Nobody must re-enter the building until given the all-clear by the Senior Fire Officer or Police Officer present.

St Lawrence's Church Hall Room Booking Form

Please complete the following details

Name of Hirer

Address for correspondence

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Telephone Number/s

E-mail address

Date of Hire

Time

Number attending

Hall 1

Hall 2

Parish Room

Kitchen

Hall 3 – upper floor

Hall 4 – upper floor

I confirm that I have received a copy of the current Terms and Conditions for Hire of Room/s and a copy of the Fire Regulations. I agree to accept all terms of hire.

Signature of Hirer

Date

Please return this completed application form to:

The Church Office

St Lawrence's Church Hall

Congleton Road

Biddulph

Staffordshire

ST8 7RG

Telephone 01782 513891

Email: office@biddulphchurch.org.uk