

Church of the Good Shepherd - Conditions of Hire

	Introduction	<p>The Church of the Good Shepherd, Rugeley comprises of one large hall (separate to the altar), kitchen with serving hatch, unisex toilet facilities with separate accessible disabled toilet, church office room, memorial garden, field surrounding and car park.</p> <p>The parts of the Hall hired are covered in the Hire Agreement. Ramp access is via the rear fire exit doors and may need to be requested. The car park is for all hirings.</p>
	Hirer	<p>The Hirer must be 21 or over.</p> <p>The Hirer is responsible for preventing any behaviour or action that contravenes these Terms and Conditions or the law.</p> <p>Groups/organisations hiring the Hall must nominate a person to take responsibility for the premises on their behalf, before the hire commences. The Hirer may be asked for proof of identity.</p>
	Management	<p>The Good Shepherds Management Committee:</p> <ul style="list-style-type: none"> - may reject any requests for bookings as it sees fit - has the right to close any event that is becoming unruly - reserves the right for authorised Committee members or agents to enter the Hall at any time for any authorised purpose - reserves the right to remove any goods or property left in the Hall, if not in allocated storage spaces - may remove posters or other material displayed on hall premises without permission
	Capacity	<p>The main hall can accommodate a maximum of:</p> <ul style="list-style-type: none"> -80 people for dances or parties -100 people for seated events/church services <p>The Hirer must keep a note of the number of people entering the function and make the information available if requested by any member of the Management Committee.</p>
	Use of Facilities	<p>No part of the Hall is to be used for any purpose other than the purpose of the hiring, nor for any unlawful purpose, nor in any unlawful way.</p> <p>No animal (other than a guide dog) is to be brought into the Hall or allowed to enter the Hall without the consent of the Management Committee</p>

		<p>The Hall is open to all members of the community and the Hirer must not discriminate in any way on the grounds of race, gender, sexual orientation, age, disability, religious or political beliefs or marital status. The Hirer must not prejudice the Human Rights of any person in connection with the hiring.</p> <p>Bouncy castles provided by authorised companies can be used with prior agreement of the Management Committee. The Hirer must ensure adequate supervision of the bouncy castle, including protecting the controls. Hall premises must be protected:</p> <ul style="list-style-type: none"> - NO naked flame allowed including no candles, tea-lights, gas burners, etc - Duct tape, sellotape and other adhesives MUST NOT BE USED, nor nails, tacks, screws, etc. - Pins can only be used on notice boards. - Blu Tak must not be used on painted walls - No cotton wool or highly inflammable material to be used for decoration or other purposes - No fly-posting - No Table Confetti is to be used - Any damage or loss may be charged to the Hirer responsible <p>The Hirer must consider the Hall's neighbours:</p> <ul style="list-style-type: none"> - No excessive noise from inside or outside the hall. - Quiet and orderly conduct in the Hall's grounds in the evening/night-time <p>Church-</p> <ul style="list-style-type: none"> - No event or behaviour to bring the church into disrepute. - Also the hirer understands that the hall will not be available on the following days:- Good Friday, Easter Sunday, Christmas Eve and Christmas Day. In addition a monthly church service will take place on the last Sunday of the month between 3-5pm.
	Health and Safety	<p>It is the responsibility of the Hirer to:</p> <ul style="list-style-type: none"> - read and implement the procedures in the fire Safety Policy (on the website and on both hall noticeboards) - be aware of positions of Fire Exits and fire-fighting equipment - make the Emergency Action Plan (EAP) known to all users – found on doors and noticeboards - point out Fire Exits and fire-fighting equipment to groups and audiences at the beginning of every event - NB. all external exit doors are panic bolt exits –push down the bar to exit (even if the door is locked from outside)

		<p>Electrical equipment:</p> <ol style="list-style-type: none"> 1. Hirers must not alter, move or interfere with lighting, heating, power, electrical fittings or appliances in the hall 2. Hirers must not install or use additional lighting, heating, power or other electrical fittings or appliances except with prior agreement of the Management Committee 3. Electrical equipment used in the Hall by the Hirer must be PAT tested every 3 years <p>Fire risk:</p> <ol style="list-style-type: none"> 1. Hirers must not use candles, tea-lights, gas/methane burners, fireworks, or similar on Hall premises 2. Hirers must not bring highly flammable substances or combustible decorations into the Hall or onto the premises around the Hall <p>Hygiene:</p> <ol style="list-style-type: none"> 1. If Hirers prepare, serve or sell food or drink in the Hall, they are responsible for complying with Food Hygiene Regulations in force 2. Hirers preparing high-risk foods (such as cooked meats, prepared salads, quiches, prawns, fresh cream or sandwiches) should have received formal food hygiene training
	Entertainment	<p>Copyright works</p> <p>The Hirer is not to infringe any copyright or allow any copyright to be infringed.</p> <p>If using the Hall for a public performance of a copyright work, the Hirer is responsible for obtaining consent to do so and for paying any fees required, prior to the performance.</p>
	Licenses	<p>Alcohol licences</p> <p>The Hirer must obtain permission from the Management Committee if they wish to sell alcohol. The Hirer is then responsible for:</p> <ul style="list-style-type: none"> - obtaining a TEN (temporary event notice) licence or similar if they wish to sell alcohol, to comply with the law <p>Lotteries and gambling</p> <p>No gambling is allowed except for lotteries. The Hirer is responsible for:</p> <ul style="list-style-type: none"> - ensuring any raffle, tombola or other form of lottery being run complies with the law <p>Music licences</p> <p>If music is to be played at an event, the Hirer is</p>

		<p>responsible for:</p> <ul style="list-style-type: none"> - obtaining a Performing Rights Society (PRS) licence - ensuring a Phonographic Performance Licence (PPL) is held by whoever is playing the music <p>Safeguarding The Hirer must ensure that activities involving children, young people and vulnerable adults and their supervision comply with the law and local authority safeguarding policies.</p>
	Cleaning and clearing up	<p>At the end of the hire period the Hirer must leave the Hall and surroundings in a clean and orderly state.</p> <p>In particular:</p> <ol style="list-style-type: none"> 1. remove all equipment brought in by or on behalf of the Hirer (unless by previous agreement with the Management Committee) 2. remove all food, including from fridges and cookers 3. clean kitchens, fridges, tables and chairs 4. ensure that tables and chairs are returned to the area they were obtained from 5. ensure toilets are left clean and taps turned off 6. sweep floors and mop if dirty or sticky 7. if Hirer has been allocated storage space by the Management Committee, store own equipment in it (not elsewhere) between hiring periods 8. place rubbish (including used nappies) in the external bin in the field or take home – DO NOT leave in bags on the Hall premises 9. make good and pay for any damage caused by any act or neglect of the Hirer or anyone for whom the Hirer is responsible or anyone permitted by the Hirer to enter the Hall
	Injury and Loss	<p>Public Liability</p> <p>The Hall's insurance has £2 million Public Liability cover, which extends to individuals and not-for-profit groups hiring the Hall for a private function, who have no liability cover of their own. This excludes bouncy castles, contact sports and some other activities, a list of which can be provided on request. Business/commercial Hirers should arrange their own insurance.</p> <p>Injury to Persons The Management Committee will not be liable for the death of or injury to any person attending the Hall for the function which is the subject of the hiring or for any losses, claims, demands, actions, proceedings, damages, costs, expenses or other liability incurred by the Hirer in the exercise of the rights granted by the Hire Agreement except where such death, injury or</p>

		<p>loss is due to the negligence of the Management Committee.</p> <p>Further Exclusions of Liability</p> <ul style="list-style-type: none"> -The Management Committee will not under any circumstances be liable for loss or damage to any property brought onto the premises -The Management Committee will not be liable for any loss due to any machinery failure, power cut, leakage of water, fire, government restriction or act of God which may cause the Hall to be temporarily closed or the hiring to be interrupted or cancelled -The Management Committee gives no warranty that the Hall is legally or physically fit for any specific purpose -The Contracts (Rights of Third Parties) Act 1999 shall not apply to the Hire Agreement or to these Conditions
	<p>Cancellations and complaints</p>	<p>Charges There is an hourly charge to rent the hall. Hire charges must be paid a week before the date of hire. The Hall must be left clean and tidy at the end of the hire period else damage charges and/or cleaning charges may be implemented.</p> <p>Cancellation by Hirer</p> <ul style="list-style-type: none"> - The Hirer must keep to the period of the hiring and any changes must be agreed with the Management Committee - If the Hirer wishes to cancel the hiring in whole or in part, the Hirer must give notice to that effect to the Management Committee - All bookings will be charged for unless 7 days' notice is given. However, if the booking is cancelled within 7 days of the booking date and the Hall can be re-let for the same period, no charge will be made <p>Cancellation by the Management Committee</p> <ul style="list-style-type: none"> - The Management Committee may cancel the hiring if the Hall is: <ul style="list-style-type: none"> o needed in an emergency situation o needed by the Local Authority for an election o rendered unfit for the use for which the Hirer has booked <p>-If the hiring is cancelled for any above such reason, the Management Committee will give the Hirer the maximum practicable notice (except in the case of an emergency) and refund the fee but will not otherwise be liable to the Hirer</p> <p>Breach by the Hirer If the Hirer fails to observe and perform any of the</p>

		<p>Conditions the Management Committee may:</p> <ul style="list-style-type: none"> - charge to and recover from the Hirer any expenses incurred by the Management Committee in remedying any such failure, including the cost of employing attendants, workmen, cleaners or other persons as may be appropriate - cancel the current or any other hiring of the Hall by the Hirer without incurring any liability to the Hirer for the return of any fee or otherwise <p>Complaints</p> <p>Any complaint arising out of the hiring must be made in writing to the Management Committee within 3 days after the expiration of the period of hiring.</p> <ul style="list-style-type: none"> - All notices, demands or requests by the Hirer to the Management Committee shall be in writing by email to thegoodsheperds.secretary@gmail.com - all notices, demands or requests by the Management Committee to the Hirer shall be in writing and shall be delivered to the address of the Hirer as specified in the Hire Agreement.
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Name:.....

Group:.....

I sign to agree to the conditions of hire for The Church of the Good Shepherd and understand I am fully responsible as the sole Hirer.

Signed.....

Date.....