

# GENERAL CONDITIONS OF HIRE - CHALK PARISH HALL

## SUPERVISION OF THE PREMISES

The hirer will, during the period of the hiring, be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage, however slight, or change of any sort and the **behaviour of all persons** using the premises whatever their capacity, including proper supervision of children and car parking arrangements so as to avoid obstruction of the highway and inconvenience to local residents.

**The premises must be vacated by 11.00 p.m. at the latest.** Activities must cease early enough to allow for any necessary clearing up, putting away etc. to take place for the premises to be vacated by the finish time of the booking. The hirer shall be responsible for leaving the premises in a clean and tidy condition, properly secured, and any contents temporarily removed from their usual positions properly replaced,

## USE OF THE PREMISES

**Alcohol is not permitted on the premises without prior arrangement with and written agreement from the Parochial Church Council (PCC)**

The hirer shall not sub-let or use the premises for any unlawful purpose or in any unlawful way nor do anything or bring on to the premises anything which may endanger the same or invalidate insurance policies in respect thereof. (Clarification can be provided if required).

**Hirers must comply with all relevant legislation and, in particular that in respect of protection of children and vulnerable adults. By signing the 'Booking Confirmation & Hirer Agreement' attached, the hirer specifically accepts the obligations in this regard, as well as these conditions in general.**

No fixtures or fittings shall be affixed or removed without the prior consent of the PCC. Sellotape/blue-tac or other adhesive may not be used on any surface. A hanging rail is provided in the Perkins Hall for this purpose. **Restrictions apply in respect of the use of portable apparatus or equipment - please ask for clarification before booking. Please note, "bouncy castles" are not permitted. If helium balloons are to be used, they must not be allowed to float free as they interfere with the operation of the intruder alarm.**

## NOISE

**Please note that any liability in respect of the use of recorded music lies firmly with the hirer.** In consideration of neighbours, the hirer shall ensure that if music is played, **the windows and doors stay shut and, in any event, that there is never excessive noise from sound equipment, slamming of car doors and noisy farewells etc, particularly at night.** Ventilation and air-conditioning is installed to help maintain comfortable conditions and avoid the need to open windows or doors.

## DISPOSAL OF RUBBISH

The hirer shall be responsible for ensuring that all rubbish is removed from the Hall. The hirer should provide such sacks as are necessary but a small emergency supply will be available in the kitchen. **Regular users can make use of the wheelie bins provided for moderate amounts of rubbish but larger quantities must be taken away by the organisation concerned. All rubbish must be placed in black sacks and securely tied.**

## FIRE PRECAUTIONS

Nothing shall be done to increase the risk of fire. All exit doors shall be kept unlocked and unobstructed during the period of the hiring. All gangways and common parts shall be kept clear. At the termination of the hiring, the hirer shall be responsible for the inspection of the premises to ensure that all services are turned off, and for checking that there is no possible source of fire risk.

## **DAMAGE**

The hirer shall indemnify the PCC for cost of repair of any damage done to any part of the premises including the external parts thereof, or the contents of the building, which may occur during the period of the hiring as a result of the hiring.

## **INDEMNITY**

The PCC cannot accept responsibility for any loss, damage or injury sustained to any person or persons or in respect of property, articles brought into, placed or left in the hall, including the external parts thereof. The hirer shall indemnify the PCC, its officers, agents and servants against all claims, demands, actions and proceedings, in respect of any loss, damage or injury caused thereby.

## **CANCELLATIONS**

The PCC reserves the right to suspend or cancel any hiring but shall not be under any liability to the hirer for any loss or damage that may be sustained arising out of such suspension or cancellation. 28 days notice in writing of intention to cancel is required from the hirer and in default, at the PCC's discretion, the hirer shall be responsible for payment of the charge, irrespective of whether the hall is subsequently re-let on that date. In these circumstances any deposit paid may not be refundable.

## **KEYS**

Keys will only be issued to regular hirers and will consist of a main door key, a security fob and a storage area key if appropriate. They will be issued against a refundable deposit of £20 (per set) to cover the cost of replacement and remain the property of the PCC. They must be returned to the Hall Bookings Secretary if the booking ceases. **Any lost key or fob must be reported to the Bookings Secretary without delay.**

## **ENTRY**

The PCC reserves the right of entry for its duly authorised officers and servants to all parts of the Hall premises at all times and requires that the persons employed by or acting on behalf of the hirer shall be instructed accordingly.

## **DEPOSITS & PAYMENTS**

A deposit to secure an occasional booking is required in advance, at rates determined by the PCC, and will be refundable, subject to the hall being left in good order following completion of the booking. **Balance payments MUST be received at least 2 weeks prior to the booking.**

## **REGULAR HIRER CHECKS**

**Regular hirers should take a moment to read the notice displayed above the alarm panel in Reception as a reminder of the checks which should be made before leaving to ensure that the Hall is left secure and is run as safely and economically as possible.**

## **PENALTIES**

Failure to observe any of the above conditions may result in a penalty charge to the hirer.

Regular users should note that any payments more than 3 months overdue may result in penalties, consisting of withdrawal of discounts or suspension of bookings or both. This will be shown as a penalty charge on your invoice.

In the case of occasional bookings, penalties will be taken from the booking deposit.

**CHALK PARISH HALL  
BOOKING CONFIRMATION & HIRER AGREEMENT**

**NAME OF ORGANISATION OR HIRER** .....

**I acknowledge receipt of the General Conditions of Hire and confirm that I have read and accept them.**

**SIGNATURE (hirer or organisation representative)** .....

**Please print name** .....

**Address** .....

**Email** .....

**Telephone** .....

*Please note, the above information will not be shared.*

**Date** .....

**Please return to the Bookings Secretary, Sue Hammock, 146 Lower Higham Road, Chalk, Gravesend DA12 2NN. Email: [sue.hammock@blueyonder.co.uk](mailto:sue.hammock@blueyonder.co.uk).**