

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 to avoid obstruction of the highway and inconvenience to local residents.

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

1. **ALCOHOLIC DRINKS.** Alcohol is not permitted on the premises without prior arrangement with and written agreement from the Parochial Church Council (PCC).
2. **BANNERS/ADVERTISING.** External advertising banners are only permitted for specific events and may only be displayed a week prior to the event. They must be removed at the close of the event or they will be disposed of.
3. **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.
4. **CAR PARKING.** Parking in front of the Hall is for loading, unloading and for Blue Badge holders only. Consideration must always be given to other hall users in all halls. Parking at the side of the hall in Pirrip Close is not permitted as this reduces emergency access to residential properties at the rear of the Hall.
5. **DAMAGE.** The hirer will be liable to 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. See also "Deposits and Payments" and "Penalties".
6. **DEPOSITS AND 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.
7. **DOGS.** Only assistance/service dogs permitted.

8. **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.
9. **FIXTURES AND FITTINGS.** 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 the purpose of displaying banners or decoration etc. 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.**
10. **GARDEN AREA AND ALL HALLS.** Use must be restricted to the Hall which has been booked and paid for – no other areas should be accessed apart from Reception and the Kitchen which are communal areas. Access to the Garden is not permitted, unless by special arrangement.
11. **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.
12. **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 £30 (per set) to offset 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.**
13. **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.** Ventilation and air-conditioning is installed to help maintain comfortable conditions and avoid the need to open windows or doors.
14. **PENALTIES.** Failure to observe any of these General Conditions of Hire 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 the invoice. In the case of occasional bookings, penalties will be taken from the booking deposit.
15. **REGULAR HIRER CHECKS AND SECURITY.** **Before leaving the Hall,** regular hirers/key holders should take a moment to read the notice displayed above the alarm panel in Reception as a reminder of the checks which must be made to ensure that the Hall is left secure and is run as safely and economically as possible.

16. **RIGHT OF 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.
17. **RUBBISH DISPOSAL.** 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 hirers may make use of the wheelie bins provided for moderate amounts of rubbish but larger quantities must be taken away by the organisation concerned. All general rubbish must be placed in black sacks and securely tied. Recyclable rubbish should be deposited directly into the relevant bin (not in black sacks). Please take notice of the instructions in the bins to ensure that the correct bins are being used.
18. **SAFEGUARDING AND GENERAL CONDITIONS OF HIRE.** Hirers must comply with all relevant legislation and, in particular that in respect of safeguarding of children and vulnerable adults. By signing the 'Booking Confirmation & Hirer Agreement' attached, the hirer specifically accepts their obligations in this regard, as well as these conditions in general.
19. **STORAGE.** Storage at the Hall is only available for some long-standing regular hirers. Those hirers must ensure that their designated areas are kept tidy and clutter-free.
20. **SUB-LETTING.** 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).

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

NAME OF ORGANISATION OR HIRER

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

SIGNATURE (hirer or organisation representative)

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Please print name

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Address

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Email

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Telephone

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Please note, the above information will not be shared.

Date

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**Please return to the Bookings Secretary, Sue Hammock,
146 Lower Higham Road, Chalk, Gravesend DA12 2NN.**

Email: sue.hammock6@virginmedia.com