

## **Hire Policy for St Anne's Community Hall**

- St Anne's PCC ("the PCC") will give one month written notice if we need to end the agreement and may end the same immediately in the event of non-payment of any sums payable under this agreement within 14 days of the same becoming due or any breach of any other provision of this agreement
- If the hall is required for a one off church event (for example a funeral) on a normal hire day, the hiring group will receive a minimum of two 2 weeks' written notice and will make the hall available, up to a maximum of three times during the term of the agreement.
- The hiring group will keep insured the hiring group and all its members and lawful visitors against all claims in any way arising from or related to the actual or purported exercise of the rights granted by this agreement so as fully to satisfy all claims which the Club or other persons as stated above may be liable under the terms of this agreement.
- Any group with children attending will meet all national and local requirements as persons responsible for the care and safeguarding of young children including all necessary registrations, and shall employ a suitably qualified, trained and experienced leader. They will send a copy of their safeguarding policy to [stanneseastville@gmail.com](mailto:stanneseastville@gmail.com)
- The hiring group will not make any copies of any keys they are given without the consent of the PCC.
- The fire safety policy and plan of the church will be adhered to, and fire exits kept clear.
- Sale of Alcohol is not permitted without a licence and permission of the PCC or their representative.
- No Smoking anywhere on the premises.
- Any crockery used will be washed and put away. Dish washer may be used according to the instructions provided.
- ALL Black bin RUBBISH is to be taken away and properly disposed of. DO NOT use the church or neighbours bins. Sorted Recycling and compost can be left in the church bins.
- Do NOT ADJUST HEATING controls
- The garden may be used but children should be supervised with the awareness that the garden is not secure and is open to the public. On occasion there may be gardening or building work in progress.
- No major or structural alterations or additions to the premises will be permitted. Furniture that is moved will be returned to its original place at the end of each hire session.
- Any damage caused by the hiring group (or their clients) to the building, furnishings and contents, will be paid for by the hiring group.
- Do not use equipment belonging to other groups.
- All music and singing to finish at 9pm in the garden and 11pm inside. Please care for the neighbours by keeping the noise down when in the garden or leaving the building in the evenings.

## **Payment and Cancellation policy**

- All bookings will be invoiced after the event.
- Regular bookings will be invoiced every 6-8 weeks
- There are no cancellation fees as long as the booking is cancelled prior to the date of the booking