



REGULATIONS FOR THE USE OF ST. MICHAEL'S CHURCH HALL

PLEASE NOTE THAT THE HALL WILL NOT BE LET TO ANYONE UNDER 21

- 1. Booking Form:** A signed booking form is required for all meetings. In the case of regular bookings one form is sufficient. Any regular user group using the Church Hall should have current insurance cover for the group's activities. The hall management committee is **NOT** responsible for ensuring that outside groups have public liability insurance.
- 2. In the event of damage to the building, or fixtures and fittings, both inside and outside the premises:** **Any damage must be paid for in full.**
- 3. Cancellation:** Notice of any cancellation must be given as soon as possible. On rare occasions, Church Festivals or functions may coincide with regular or advance bookings and, should this occur, the Church must take priority.
- 4. In the case of a one-off booking payment of 50% of the hire charge at time of booking, the balance to be paid by the date of the event.** Cheques should be made payable to **PCC St Michael's Church Hatfield.**
- 5. Fire Precautions:** Hirers are responsible for observing fire precautions and must make themselves familiar with the location of appliances and exits. No obstruction should be placed between the main hall doors and the entrance doors. Kitchen doors must also be kept clear. **Hall capacity is limited to 100 persons.**
- 6. Licence:** The church hall licence is valid only until midnight and it is therefore a condition of hire that the premises must be cleared and completely vacated by midnight at the latest.
- 7. Smoking: A "NO SMOKING RULE" APPLIES THROUGHOUT THE BUILDING**



8. **Alcohol: THE SALE OF ALCOHOL IS COMPLETELY FORBIDDEN**

9. **The Responsibilities of Hirers:** Hirers are responsible for overall good behaviour and prevention of excessive noise. The hall and kitchen must be left tidy – floor brushes etc. are available. Tea towels are not supplied. Notices/decorations etc. must **NOT** be attached to walls, ceilings or windows.

10. **Kitchen:** The kitchen area may be used for the provision of drinks, biscuits, crisps etc, or for the sorting of ready cooked food. The kitchen must **NOT** be used for food preparation, as the premises **DO NOT** meet “commercial kitchen” standards and are **NOT** so licensed. Tea towels are not provided.

11. **Security of the Hall:** Security of the hall after meetings must be observed. All gas fires must be turned off but the pilot lights must be left on. Lights must be turned out and the doors and windows locked. During a meeting, it is a wise precaution to keep the latch on the main door.

12. **Tables and chairs:** Hirers must be responsible for putting out these for their own meetings. It is required that these are subsequently returned to their place. Chairs should be stacked no more than 4 high and the tables replaced in the storeroom.

13. **Rubbish:** Will the hirers please note that rubbish, cartons and boxes etc. must be taken off site after sales, markets etc. and not put in the Church bin. The premises should be left in a clean and tidy condition. The hall management committee reserves the right to pass on to the hirer any additional cleaning expenses incurred if the premises are not left in a reasonable state.

14. The Hall Committee, ATM and Churchwardens do not accept responsibility for any loss or damage of goods of the hirer, or third parties, on the premises whether or not caused, or contributed to, by any negligence on their part or that of their agents. The committee reserves the right to refuse to hire the premises to any person or organisation, or to terminate a regular bookings. The decision to do this is final.

15. Where the word hirer has been used in these Regulations it includes organisers of church functions whether or not a fee is payable.