

Terms and Conditions for the Hire of the Premises

PCC of Bishop's Hatfield, St Michael and All Angels (*registered charity 1212167*)

1. Booking information

- The person hiring the premises ("the Hirer") must be over 25 years of age and must attend at the start and remain present for the duration of the hire.
- Booking is not confirmed until full payment (including a damage deposit if applicable) has been received.
- All bookings are subject to the approval of the Hall Booking Secretary. The PCC reserves the right to refuse a booking at their discretion.

2. Responsibility and Insurance

- The Hirer is fully responsible for the condition of the premises during the hire.
- The Hirer is responsible for securing the premises at the end of the hire, including locking all doors and windows and locking the keys in the key safe.
- The Hirer is responsible for ensuring the event is adequately insured.
- The PCC accepts no liability for injury to persons, or for loss or damage to personal property, during the hire period.

3. Safety and Supervision

- Children must be supervised at all times.
- The Hirer must locate fire extinguishers and fire exits and ensure emergency exits are unlocked and accessible at all times.
- The maximum capacity of the building is 100 people.

4. Property and Equipment

- No damage is to be caused to the building, car park, or any fixtures and fittings. Pins in walls or tape on floors are strictly prohibited.
- Church PA equipment is **not** included in the hire. Any electrical equipment you bring and use must be PAT tested.
- Any damage, accidental or intentional, must be paid for. Please contact the hall booking secretary if any damage occurs as soon as possible.

5. Neighbours

- The Hirer and guests may use the car park. Please park considerately and, if parking on the road, ensure you do not obstruct or inconvenience neighbours.
- Music and loud noise must not cause a nuisance to neighbours and should end by 9:30 p.m.

6. Cleaning and Waste

- The Hirer is responsible for leaving the premises clean and tidy, including wiping down and stacking tables and sweeping floors.
- All waste and recycling should be bagged and taken away from the premises. A £5 charge per uncollected bag will be deducted from the damage deposit.

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7. Prohibited Activities and Safety

- No alcohol may be sold.
- Illegal drugs are strictly prohibited.
- Fireworks are strictly prohibited.
- No smoking is allowed inside or near entrances. Smokers must dispose of waste.
- No animals are permitted in the building, except for recognised assistance animals.
- The kitchen may be used for preparing food and drinks for private functions on the premises. However, the kitchen must not be used for any commercial catering or food preparation intended for sale.
- The PCC reserves the right to refuse or immediately terminate the hire if these terms are breached or if the hall is used for illegal or unsafe purposes.

8. Payments and Deposits

- Hire payment should be made in full at least 14 days in advance via ChurchSuite. Other arrangements (e.g., monthly invoicing) are only available by agreement with hall management for regular hirers.
- The damage deposit will be returned following a full inspection of the premises, provided no damage has occurred and no rubbish remains.
- Overrunning the hire time may result in a deduction from the damage deposit.

9. Compliance with Laws

- The Hirer must comply with all relevant laws, regulations, and licensing requirements.

10. Safeguarding

- Agreement to the Safeguarding Hire Provisions is required for all hall bookings.

11. Unforeseen Closure

- The PCC may cancel the hire due to events outside its control (e.g., flooding, fire, utility failure). In such cases, the Hirer will be offered a full refund.

12. Cancellation Policy

- Cancellations made more than 7 days before the hire date will receive a full refund. Cancellations made 7 days or less from the hire date will receive a 50% refund.

13. Regular Hirers

- The PCC reserves the right to cancel a booking if the premises are required for a church event. At least 14 days' notice will be given, with more notice given where practical. Any hire fees paid for the affected session will be refunded in full, and the PCC will endeavour to offer alternative booking times where possible.
- If a regular hirer does not require their booking for a particular week, notice should be given in line with the above cancellation policy at section 12.
- If a regular hirer wishes to suspend their booking for a period longer than 2 weeks, the PCC reserves the right to charge a holding fee to keep the regular slot held for them. This will be agreed in advance with the hall booking secretary.