



CONDITIONS OF HIRE FOR ST SWITHUN WELLS PARISH HALLS.

(Holy Cross Resource Centre, St Andrew's Hall, St Edward's Cloister, St Joseph's Hall Abbey Water, Our Lady Queen of Apostles Hall)

1. The Parish Hall may only be hired by persons of 21 years of age and over, upon application to the Parish Office; bookings must be confirmed promptly in writing on the Hall Booking Form obtained from the Parish Office.
2. The person by whom this application is signed shall be considered the hirer. Where a promoting organisation is named, that organisation shall also be considered the hirer and shall be jointly responsible and severally liable with the person who signs the form.
3. The Parish Centre Management reserves the right to refuse to accept bookings or to cancel any bookings at any time prior to the commencement of the event.
4. A deposit may be required depending on the nature of the booking. This is at the discretion of the Parish Priest.
5. The hire of the Parish Hall does not entitle the hirer to use the premises at any other time than the specific hours for which the Parish Hall is hired unless specific arrangements have been made with the Management. Under no circumstances is the hall to be used for any other event than that shown on the Booking Form.
6. The Management reserves the right to increase Hire Charges without notice, though wherever possible notice will be given.
7. An additional returnable retainer may be required, depending on the event, which must be paid at least 14 days before the event. This is at the discretion of the Parish Priest.
8. The premises are licensed for music, singing and dancing in pursuance of the Local Government (Miscellaneous Provisions) Act 1982. A copy of these regulations etc. appertaining to the licence of the premises or to any other local Government instructions/regulations or Parliamentary act etc.
9. No copyright dramatic or musical work shall be performed or sung without the licence of the owner of the copyright and all such licences shall be



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produced to the Management before the commencement of the hiring. The hirer shall indemnify the Portsmouth Diocesan Trustees against any infringement of copyright, which may occur during the hiring.

10. The hirer shall not sub-let the parish centre or any part thereof.
11. Any damage to the premises or the contents must be reported to the parish staff, and the hirer will be required to pay for all repairs and/or replacements. Final decision is held with the staff at the end of the hire period. Any grievance against their decision must be put in writing within 24 hours of hiring.
12. The Diocesan Trustees accept no responsibility in respect of loss, accident, damage, death or injury that may occur whilst persons are on the premises or grounds arising from any cause whatsoever. The Trustees further accept no responsibility for any loss due to the breakdown of equipment, failure of supply of electricity, leakage of water, fire, Government restriction or act of God which may cause the Parish Hall to be temporary closed or the hiring to be cancelled or interrupted. The hirer shall indemnify the Portsmouth Diocesan Trustees against any claim, which may be made by any persons resorting to the Parish Hall during the hiring in respect of any such loss or damage or injury.
13. In the event of an accident occurring to any person(s) in the centre or its grounds, full details must be provided to the staff as soon as possible and in any event within 24 hours of the accident, so that the necessary entry can be made in the accident book.
14. The staff reserve the right to put a stop to any entertainment or meeting not properly conducted. The hirer must ensure that any noise is kept to a reasonable level and hereby agrees to reduce the noise immediately upon request to that effect by any member of staff. **Music must stop at 10:30pm.** Particular attention must be paid to ensuring that people leaving the premises do so in an orderly manner. Failure to comply may cause the Licensing Justices to revoke our licence.



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15. The right of entry to the Parish Hall is reserved to the Management or any other agent of the Portsmouth Diocesan Trustees and any police officer at any time during the hiring.
16. The hirer shall at the end of the period of hiring leave the Parish Hall in a clean and orderly state. Any extra cleaning made necessary by the act or omission of the hirer will be charged to the hirer. All rooms, including the toilets and kitchen, must be checked and left in a clean and tidy condition, using the equipment provided. All waste bins in the centre must be emptied at the end of each let. Any decorations, equipment, food, jumble, empty bottles, containers and the like must be removed from the premises within the hire period and placed in the bins provided outside. Rubbish must not be left in the car park. Please ensure that the lights are switched off and that the oven and the hob have been turned off before leaving the premises. Failure to switch OFF appliances and /or lights will result in the hirer being charged for the electricity and gas used until the omission is rectified.
17. Property of the hirer and the hirer's agents must be removed by the end of the agreed period of hire or fees may be charged for each day or part of the day until the same is removed. The Portsmouth Diocesan Trustees accept no responsibility for any property left on the premises after hiring. In the case of sales of goods and/or work on any other occasion when the property is brought into the premises for sale all property remaining unsold at the termination of the hiring will be considered to be the property of the hirer for the purposes of this condition. However, where possible any small items of value left on the premises will be retained by the Parish Office for a period of ONE MONTH unless claimed, after which they will be sold and the proceeds paid into Parish Centre funds.
18. Under no circumstances may decorations, notices, posters etc. be fixed to any part of the premises. No bolts, nails, tacks, pins nor other like objects shall be driven into any part of the Parish Hall. Weighted balloon decorations are allowed.
19. Under no circumstances shall candles (except those on a cake) be allowed in the Parish Hall. Party poppers, glitter or other like objects must be used with care and all traces removed before leaving.



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20. Fire equipment (extinguishers, blankets etc.) must not be moved or used for any purpose except for the purpose for which they are provided. **FIRE EXITS MUST BE KEPT CLEAR AT ALL TIMES BOTH INTERNALLY AND EXTERNALLY.**
21. No alterations or additions may be made to the building or its contents or to the electrical, gas or water services or equipment. In particular, neither additional lights nor extension from the existing fittings shall be used without previous consent.
22. At the time of hiring, the hirer must make known the precise use to which it is intended to the Parish Office during the period of hire.
23. The seating capacity of the Parish Hall is 45-50 Seated. This is the maximum allowed by the Parish Centre Management and the hirer undertakes that these limits will not be exceeded.
24. Failure to secure the doors properly and/or windows of the premises will result in the hirer being liable for any resultant damage and/or loss.
25. Persons under 18 must be supervised at all times. Hirers using the premises for discos, parties or large gatherings, where those attending are under 18 years of age, must ensure that before a booking is accepted by the Management that they will have at least 1 adult per 20 people, (all over the age of 21 years) on the premises, including the building surrounds during the whole time that the event is in progress and for at least 20 minutes after the end of the event. Failure to comply will result in the refusal of future bookings, irrespective of the event.
26. Bouncy Castles are not permissible for Insurance reasons. In addition, all ball games associated with throwing or kicking balls are prohibited out of concern for electrical fittings and appliances.
27. **SMOKING IS NOT PERMITTED IN ANY PART OF THE BUILDING.** When smoking outside please dispose of all butt ends properly and safely.
28. The premises must be vacated by 11:30pm. Please allow enough time before this to put away tables and chairs.
29. The premises are not available for hire on Good Friday, Easter Sunday, Christmas Day or Boxing Day.



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Agreement to Conditions of Hire – Hirer Copy

DECLARATION

I have read the Conditions of Hire, and Hall Tariff & Costs within the booking form, which I understand form the basis of the contract.

Signature of Agreement:

Event and location:

Hire Date:

Name of Hirer:

Signature to Agreement: Date:

Position in organisation/Private Hire:



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Agreement to Conditions of Hire – St Swithun Wells Copy

DECLARATION

I have read the Conditions of Hire, and Hall Tariff & Costs within the booking form, which I understand form the basis of the contract.

Signature of Agreement:

Event and location:

Hire Date:

Name of Hirer:

Signature to Agreement: Date:

Position in organisation/Private Hire: