

## PARISH OF ALL SAINTS, CLIFTON, BEDFORDSHIRE

### REGULATIONS AND CONDITIONS FOR THE HIRE AND USE OF THE CHURCH HALL

In these Regulations - a) the 'CHURCH HALL' will be referred to hereinafter as the 'HALL'.  
b) where the term 'PCC' is used, this will mean the All Saints Church Clifton Parochial Church Council acting as Legal Trustees for the Diocese of St. Albans.

1. All applications for the use of the Hall must be made on the prescribed form.
2. Where a licensed bar is required, it shall be the responsibility of the Hirer to obtain and display in the Hall the necessary Licence and to indemnify the PCC in respect of any claim made or any other liability arising therefrom.
3. If it is proposed to use any copyright works, the Hirer must produce at least three days before any performance, the official receipt or permit from the Performing Right Society for any and all performances. The Hirer must also indemnify the PCC in respect of any claim made or any other liability arising in respect of any performance in breach of this regulation.
4. The Hirer must observe such Health and Safety Regulations as are required by the Environmental Health Authority.
5. The maximum number of persons permitted to be seated at any function shall be 86 (eighty six).
6. No disorderly conduct or obscene language shall be allowed either in the Hall or in the curtilage thereto and Hirers must respect the rights of close neighbours to the Hall. Any complaint or breach of this condition may result in the immediate curtailment of the Hiring.
7. The Hirer shall pay for any and all damage which may be done or occasioned to the building or to any fixtures, fittings, furniture, equipment or any things belonging to the PCC therein either during or as a result of the Hire. In the event of any such damage, the cost of replacement or repair will be assessed by the PCC. The PCC shall have power to terminate summarily any agreement relating to the Hire of the Hall if it is considered that the Hirer has in any way damaged any of the items aforementioned or has subjected them to undue wear and tear or in any other way been guilty of a breach of these Regulations.
8. No bills, posters or other advertising material of any description may be exhibited in or on the Hall without the prior express permission of the Manager or Booking Secretary.
9. No intoxicated person shall be admitted to, or be allowed to remain in, the Hall.
10. Any furniture or property introduced temporarily by the Hirer shall be **removed from the Hall by 09.00 hrs** on the day next following the hire of the Hall **or earlier if requested**. Long term storage shall be at the discretion of the Management.
11. No additions to, alterations or adaptations of, the electrical installation shall be carried out nor shall anything be affixed to the building - inside or out - unless the prior express permission of the Manager or Booking Secretary has been obtained. No Bouncy Castles, spray or smoke canisters will be permitted.
12. The PCC will not accept responsibility for any loss, damage or accidents occurring either during or as a result of the Hire. All Hirings are made on the understanding that the PCC are indemnified accordingly by the Hirer. **The PCC Insurance does not cover the Hirer for loss or damage or third party liability to the Hirers own property.** As such, Hirers are advised to take out their own insurance cover.
13. The Hirer is responsible for **removing all rubbish** generated during the Hire.
14. All Hirings shall terminate by:
  - a) midnight on weekdays
  - b) 11.30 pm on SaturdaysFor Licenced hours of Hall use for various functions see Licences in entrance hall.
15. For all bookings, a deposit of £50.00 is required as surety in relation to paragraph 7 above.
16. The PCC reserve the right to grant or refuse any application for the Hire of the Hall.
17. The PCC accept no responsibility for any vehicles or their contents parked at the Hall.

**ALL SAINTS CLIFTON CHURCH HALL**

**HIRE AGREEMENT FORM**

Name of applicant or organisation .....

Address .....

Contact telephone number .....

Name of responsible person to be in attendance .....

(In the case of a function being attended by young persons, there shall be a minimum of two adults in attendance and an overall minimum of one adult for every ten young persons).

Date required ..... From .....am/pm To .....am/pm  
**(these times must include 'setting up' and 'clearing up' times)**

(Please Note that the Hall will normally be opened 15 minutes before the booked time)

Purpose of function .....

Estimated number of persons attending .....

Name of Caterers .....

Name of Licensee (if a bar is required) .....

In consideration for the use of the Hall on the above date, I (We) confirm that we agree to:

1. indemnify the PCC in accordance with paragraphs 2, 3, and 12 of the Regulations and Conditions Form:
2. repay to the PCC any and all costs and/or expenses which may be incurred in relation to paragraph 7 of the regulations and Conditions Form:
3. accept as final and conclusive the decision of the PCC's Architect and/or Surveyor as to the amount of any such costs and/or expenses:
4. comply with every particular of the booking Regulations and Conditions, a copy of which I (We) have received and which are also displayed in the entrance to the Church Hall.

Signed .....

Address .....

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Date .....

When completed, please return this form to Dorothy Brown, 1 Lychmead, Clifton, SG17 5EZ

**On acceptance of the booking, the full amount of the hire is payable at a rate of £13.00 per hour together with a £50.00 deposit. Please make cheques payable to:  
All Saints Church Clifton, Church Hall Account. Thank you.**