

CONDITIONS OF HIRE

St. Peter's Church, Aylesham

GENERAL

1. The halls will be let and hired at a scale of charges set by the PCC and updated periodically. The PCC reserve the right to refuse an application or cancel a letting without reason.
 2. The area of the church on the other side of the partition, the upstairs rooms and the far end of the garden and side alley to the left side of the church are out of bounds.
Some of these areas may be used by church staff during your period of hire.
 3. At the end of a letting, the hirer is responsible for:
 - The facilities being swept and left tidily, and all rubbish being removed **FROM THE CHURCH AND GROUNDS.**
 - Tables and chairs being tidily replaced in the position they were found.
 - The toilets being left clean.
 - All kitchen equipment, crockery, etc. must be left clean. Breakages will be charged.
 - Hirers are expected to provide their own food and drink (e.g. tea, coffee, biscuits, buffet) unless by prior consent and arrangement with the Booking Secretary.
- No equipment may be moved except in an emergency.
4. No nails, screws, staples, drawing pins, Blu-Tack or adhesives maybe driven into or applied to any part of the floor or structure of the building.
 5. No paint, chalk, crayons, pencil or any colouring matter may be applied to the floor or structure of the building or equipment.
 6. The hirer is responsible for any damage to the building or equipment during the period of hire. **The hirer agrees to pay the full cost for repair for any damage incurred.**
 7. No rooms or areas other than those hired and paid for may be used.
 8. There are 60 blue chairs and up to 10 tables (varying sizes). These will normally be available for use, please discuss with the Booking Secretary when requesting a hire as additional fees may apply.
 9. Any equipment being brought into the hired space must not be without prior consent. Significant equipment and activity (including physical activity) must be risk assessed by the hirer. Any activity deemed by the PCC or Booking Secretary to be a risk to the long-term structure of the floor (which may include but not be limited to dance, exercise, installation of displays, use of bare metal) or building will require protection for the floor, at the provision of the hirer. This should be discussed with the Booking Secretary to ensure prior consent. **Stiletto heeled shoes are prohibited.**
 10. The PCC will require a breakages deposit to be paid in addition to the letting fee. This deposit will be forfeited in the event of damage, non-compliance with any of these conditions or failure to vacate the premises by the stated time.
 11. The hours of letting are 9.00am to 9.00pm. No letting will extend beyond 9.00pm. The site must be vacated at this time or the breakages deposit will be forfeited.
 12. To avoid inconvenience and annoyance to neighbours, please ask guests to leave the Church with the minimum amount of noise and disturbance.
 13. St. Peter's Church has no dedicated parking. The turning circle and drop kerb that fronts St. Peter's Church may be used for loading and unloading. It is not available for parking. Please use the public road or the free Car Park adjacent to the Co-Op on Dorman Avenue North. Please consider our neighbours when parking.
 14. Persons hiring the hall (especially when a band or disco is used to provide music) are required to ensure that there is no nuisance to local residents by over amplification.
 15. Licenced bars or the selling of alcohol will not usually be permitted.

16. Decorations or equipment belonging to the hirer should not be left in the building after the period of hire.
17. Occasional hirers must complete and sign a booking form in respect of each letting.
18. Repeat hirers must complete and sign an application form in respect of the overall period of hire; the hiring arrangement will be subject to a mutually-agreed periodic review.
19. A deposit of 50% of the full letting fee or minimum £30 must be paid at the time of booking and the full amount by the payment date indicated on the invoice. In the event of cancellation, less than 3 months before the date of the event, the deposit will be forfeited.

HEALTH AND SAFETY AND SAFEGUARDING

20. It is the responsibility of the hirer to ensure that the premises are safe for the purposes for which they intend to use them. Hirers are reminded that they are responsible for any accident or injury arising out of the activity for which they have booked the premises.
21. The Booking Secretary and Churchwarden(s) will discuss and agree the expected number in attendance with the hirer for each event.
22. After use, tables and chairs must be stacked and secured in the position they were found.
23. St. Peter's Church is a non-smoking site; it is the responsibility of the hirer to ensure this condition is not breached.
24. No fire equipment may be moved except in an emergency.
25. Exits must be kept clear at all times.
26. **HEATING CONTROLS MUST NOT BE ADJUSTED.**
27. On vacation, lights must be switched off, doors locked and keys returned to the place from where they were collected.
28. The Booking Secretary and PCC may require from the hirer a copy of their Public Liability Insurance, Risk Assessments and Safeguarding Policy.
29. St. Peter's Church affirms and complies with the Safeguarding Policy of Canterbury Diocese and the wider Church of England. Details are available on the notice board in the entrance hall.

*** Hirers are advised to read and comply with the Health and Safety instructions displayed next to the First Aid box.**

DISCLAIMER AND INDEMNITY

30. The Hirer shall be solely liable for and shall indemnify St. Peters Aylesham in respect of any liability, loss, claim, or proceedings whatsoever in connection with personal injury to, or damage to the property belonging to, any person or persons which occurs during or as a result of their hiring of the Church.
31. Regular hirers must provide a copy of the Certificate of Insurance as evidence of adequate insurance cover annually. It is compulsory for organisations hiring premises to have Public Liability Insurance for a minimum indemnity limit of £2 million.

ACCEPTANCE OF CONDITIONS

32. Hirers are required to acknowledge acceptance of these conditions by signing below.

Signed by:

Date: