

ST. ANDREW'S CHURCH HALL

TERMS OF HIRE

Revised Feb 2019

1. Cancellation Policy.
 - i) Cancellation by you. Full payment is required on booking. If a cancellation is made within 6 weeks of the event date 50% of the hire rate will be refunded. All refunds are at the discretion of the PCC.
 - ii) Cancellation by us. The PCC or the Management Committee reserves the right to cancel letting arrangements. This will only be done in exceptional circumstances.
2. The minimum period for hire is one hour. Access to the building will only be permitted between the times booked.
3. The fee covers the normal cleaning, dusting and sweeping; any extra cleaning required will be charged at cost. The rooms and Main Hall must be left in a clean condition with tables put away and chairs placed around the walls. Any damage must be reported to the Booking Secretary as soon as possible and within 24 hours and will be charged at cost.
4. Under certain circumstances references may be required.
5. No part of the Hall will be hired by anyone under the age of 18 years.
6. Exclusive use of the building can only be guaranteed if the whole building is booked. The actions and safety of participants or invited guests in common areas are the responsibility of the hirer.
7. If the Booking Secretary's view is that, in the light of the nature of the intended booking, any remaining part of the Hall would be thereby rendered unbookable by probable interference, then only a booking for the Whole Building will be permitted.
8. A Premises Licence No CYC009403 has been obtained by the PCC. Licensable activities authorised by the license are Music and Dancing (Live Music, Recorded Music, Facilities for Dancing and Late Night Refreshments) between 10-00 and 23-00 hours.
9. In order for alcohol to be consumed on the premises prior agreement with the Booking Secretary is required. For the sale of alcohol a 'Temporary Events Notice' can be applied for from The York City Council at a cost of £21.00. This will be the responsibility of the hirer and a copy provided to the Booking Secretary on request.
10. It is the responsibility of the hirer or person in charge to check if they require a licence from Phonographic Performances Ltd. (PPL) or PRS and if so, obtain one. This requirement continues to exist if such a licence is to be provided via a third party and the Booking Secretary may request to see evidence of the licence.
11. Children's events must be properly supervised by Adult supervision with a minimum of adults in attendance, parties of over 30 children or teenagers attending, a ratio of 1 to 10 is required. For commercial bookings a suitable Safeguarding Policy should be in place and provided for review on request; failing this the Church of England policy will prevail (copy on request).
12. Hirers should ensure guests remain within the boundaries of the Hall and the Car Park areas with due consideration and respect to the Church building and Churchyard and those visiting them.
13. Bookings will only be accepted until 11.00pm.
14. No smoking is allowed anywhere in the building – This is the Law.
15. No stiletto heeled shoes may be worn in the building.
16. No ball games [except Table Tennis] are permitted.
17. Bouncy castles are not permitted either inside or outside the premises.
18. Hirer's property or equipment must not be stored on the premises without permission and will need to be covered under the hirer's insurance if applicable.
19. Except in the case of trained and registered assistance dogs or other working animals used to assist disabled people, animals shall only be permitted on the premises by permission of the PCC.

20. Hirers and organisers of events are responsible for ensuring that the noise level of their functions is not such as to interfere with other activities within the building nor to cause inconvenience for the occupiers of nearby houses and property.
21. The hirer will be responsible for any damage, loss or injury caused to or by persons allowed into the premises by the hirer. The PCC will not be responsible for any such damage, loss or injury. Copies of Public Liability Insurance certificates for all regular groups must be provided on request.
22. The hirer will be responsible for ensuring that any electrical or other equipment brought into the building for the period of the hire is suitable for the purpose intended and in all ways is compatible with the building's electricity supply and in no way damages the supply. Such equipment shall be adequately tested as to ensure its safety.
23. The hirer may not attach posters, notices, decorations etc. to walls or other surfaces with drawing pins or sellotape. Displays must not be moved or disturbed in any way without permission.
24. A First Aid Kit and Accident book are provided in the kitchen. In the event of any accident an entry must be made in the accident book and the report left in the post box for the attention of the Parish Office.
25. The maximum occupancy of the Main Hall shall not exceed the following numbers
75 Seated around Tables. 90 seated Cinema Style.
26. All doorways particularly emergency EXITS, the passageway, must be kept free from any obstruction.
27. Litter shall not be left on or about the premises. All rubbish and recycling to be removed from the premises by the hirer as our collections are limited.
28. Before leaving the premises the hirer will be responsible for ensuring that all the lights are switched off [check toilets], the 2 heating controls are turned 'off' [i.e.] fully clockwise and the premises are properly secured. Any additional costs will be charged.

Finally.....Things to remember

There is a dry mop in kitchen for use on wood floors and a vacuum cleaner in the small room. There are paper towels for other spillages.

Before leaving the hall please check:-

HEATING	is turned OFF at the thermostats
CHAIRS	are stacked in twos..... (NOT in front of radiators)
CURTAINS	are open
WINDOWS	are closed
TABLES	are returned to the small room and stacked safely
GAS COOKER	if used is cleaned and FULLY TURNED OFF
LIGHTS	are turned off in all rooms
DOOR	ON LEAVING DROP LATCH & CHECK DOOR LOCKED

Thank you, we really appreciate your help in these matters