

# **ST. ANDREW'S CHURCH HALL**

## **TERMS OF HIRE**

Revised Feb 2023

1. Cancellation Policy.
  - i) Cancellation by you. Full payment is required on booking. If a cancellation is made less than 6 weeks before 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 daily cleaning; any extra cleaning required will be charged at cost. The rooms and Main Hall must be left as you would like to find them 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, 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. The actions and safety of participants or invited guests in common areas of the building are the responsibility of the hirer.
7. If the Booking Secretary is of the view that, in the light of the nature of the intended booking, any remaining part of the Hall would be thereby rendered unbookable by probable disturbance, then only a booking for the Whole Building will be permitted. Church users have access to the common areas of the building at all times.
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 your cost. 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 2 adults in attendance. For parties of over 30 children or teenagers attending a ratio of 1 to 10 is required. For commercial bookings a suitable Safeguarding Policy must 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 on the premises – 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. 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.
18. 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.

19. 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.
20. 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.
21. 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 must have been adequately tested to ensure its safety.
22. The hirer may not attach posters, notices, decorations etc. to walls or other surfaces with drawing pins or sticky tape. Existing displays must not be moved or disturbed in any way without permission.
23. 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.
24. The maximum occupancy of the Main Hall shall not exceed the following numbers  
75 Seated around Tables. 90 seated Cinema Style.
25. All doorways, particularly emergency exits, and the passageway, must be kept free from any obstruction.
26. 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.
27. Before leaving the premises the hirer will be responsible for ensuring that the whole building has been vacated, all the lights are switched off (toilet lights are automatic), the heating controls are turned down if they've been turned up and the premises are properly secured. Any additional costs will be charged.
28. Internet Access is available through our monitored free WiFi network. You must not use the WiFi network for any purpose that is unlawful or otherwise prohibited and you are fully responsible for your use. The WiFi network is provided "as is" without warranties of any kind, either expressed or implied.

**Finally.....Things to remember**

There is a soft floor sweeper 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:-**

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|------------|---|
| HEATING    | if you've turned it up, please turn it down again         |
| CHAIRS     | are stacked in twos but NOT in front of radiators         |
| CURTAINS   | are open  |
| WINDOWS    | are closed and locked                                     |
| 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                               |
| FLOOR      | is swept  |
| DOOR       | ON LEAVING DROP THE LATCH & CHECK THAT THE DOOR IS LOCKED |

**Thank you, we really appreciate your help in these matters**