

ST AUGUSTINE'S CHURCH HALL, NORWICH: TERMS & CONDITIONS OF HIRE
(copy to be retained by the hirer)

General and legal

- St Augustine's Hall ("the Hall") is owned and maintained by St Augustine's District Church Council ("the DCC"). The Hall includes the building and the land at the front of the building between the gates. This land is not a public right of way and no parking is offered.
- The Hall may be hired all week from 9.00 a.m. to 9.00 p.m. depending on availability. The granting of extensions to these times is at the discretion of the booking manager and vicar.
- The Hall will be closed for hire on 24-26 and 30-31 December and may be closed on other days for maintenance and other reasons at the discretion of the vicar and DCC.
- Hirers shall not use the Hall outside their booked period. Sub-letting or other transfer of the booking to a third party is not permitted.
- The performance of copyright-controlled music in the Hall, whether live or recorded, is permitted under the Hall's PPL and PRS for Music licences, however, sound levels must be constantly monitored to avoid disturbance or nuisance to our neighbours.
- The Hall is not licensed for the public viewing or recording of broadcast TV programmes or the playback of copyright-controlled videos, DVDs etc. on any electronic device.
- By law, there shall be no smoking inside the Hall.
- Consumption or sale of alcohol is not permitted in the Hall or in the grounds unless the hirer has obtained permission from the vicar and can show the necessary licences.
- Permission is required from the vicar in advance if the press/media wish to take photographs or film on the premises.
- In light of the property being primarily a place of Christian worship, any political or religious/spiritual activities need to be approved by the vicar in advance, in consultation with the DCC.
- The booking manager, vicar, members of the DCC and their contractors shall be permitted to enter the Hall at any time to inspect the premises and carry out maintenance.

Loss, damage and condition of the Hall

- The hirer may be liable for any loss or damage to the Hall, its furniture, fixtures and fittings, during the hire period caused by any person or persons under the hirer's supervision.
- The hirer will promptly report any spillages, damage and breakages to the booking manager.
- The hirer will ensure that other Hall users' belongings stored with permission at the Hall are not used or removed without permission of the owner.
- The hirer will leave the Hall in a clean and tidy condition at the end of the hire period, including the removal and safe disposal of all food waste.
- Hirers are encouraged to use the Hall's recycling bins as appropriate.

Health and safety

- The maximum number of persons allowed in the Hall is 60.
- The hirer will take all reasonable measures to prevent the occurrence of any injury, loss, damage or harm to people or property during the hire period.
- The DCC's contents and public liability insurance may not cover the property or specific activities of the hirer; hirers are therefore advised to obtain their own property and public liability cover as appropriate. Professional practitioners are also advised to obtain their own professional indemnity insurance as appropriate.
- Hirers are advised to conduct their own risk assessment and ensure that persons under their supervision know what to do in the event of a fire or other emergency.
- The hirer will keep the Hall's three fire exits, which are clearly marked, free of obstructions at all times during their hire period.

- Permission to use bouncy castles or other inflatables must be obtained from the booking manager at the time of booking.
- The booking manager, vicar and DCC accept no responsibility for injury, accident or death to any person attending the Hall or for damage, loss or theft of any property brought into the Hall by the hirer, guests, participants and other persons under the hirer's supervision during the hire period.
- The hirer or another responsible adult nominated by the hirer, whose name and contact details will be communicated to the booking manager beforehand, shall be present at the Hall during the whole period of the hire.
- The hirer will be responsible for maintaining good order during the hire period and for ensuring that no nuisance is caused.
- A First Aid kit is kept in the marked kitchen cupboard and hirers are required to complete the Accident Book if an accident occurs on the premises.
- The hirer shall ensure that all children under the age of 16 present in the Hall during the period of hire are supervised and protected at all times by a responsible adult.
- The hirer will ensure that no intoxicated or disorderly person enters or remains in the Hall.

Terms

- An invoice will be issued after the hire, usually at the beginning of the following month, unless the hirer specifically requests to pay in cash on the day of the hire or in advance.
- Payment will be due within 28 days of receipt of the invoice.
- Payment for children's parties will be made in advance of the hire date in cash or by cheque if more than two weeks prior to the hire date.
- At the DCC's discretion 50% of the hire fee may be charged or retained for cancellations made seven or more days before the hire date. If cancellation occurs less than seven days before the hire date up to 100% of the hire fee may be charged or retained at the DCC's discretion.

The DCC reserves the right to amend or vary these terms & conditions as necessary and to cancel a booking if they have grounds to suspect these terms & conditions have not been met.