

## Terms, conditions and guidance for hirers of St Oswald's Church hall

### Standard terms

#### Use of the hall

The minimum slot for hall hire is 3 hours, extra hire is available per hour. This includes the time to set up and to tidy up at the end. All bookings must vacate the hall by 11 pm having cleared and cleaned.

Please take all your rubbish and recycling with you and remember to switch off lights and lock the doors when you leave.

You are welcome to bring and serve alcohol, but we cannot allow a paying bar as it is an unlicensed premises.

You are welcome to use our kitchen but recommend you bring your own cutlery, glasses and tea-towels.

Music is allowed but commercial discos are not.

#### Payment and keys

Deposits are not taken and payment is made upon collection of the keys. We take cash or cheques payable to "St Oswald's PCC".

Instructions on collecting and returning keys will provided when booking.

### General guidance

#### Would all users of the Church Hall please note the following:

- Cleaning:** Brooms, bucket and mop are located in the table store — backstage to the right of the stage. Dustpans and brushes are in the kitchen.
- Heating:** This is programmed to be on when the hall is in use. The thermostat in the hall is locked, so please do not try to adjust this or the fan units.
- Kitchen:** Both the oven and hob are gas; the grill is electric. If you need tea towels, or a cake knife, please provide your own.
- When you leave, please ensure all cooker taps are turned off carefully (check for gas). You are welcome to use the small urn to heat water for tea/coffee. Please ensure it is switched off after use. The floor and the work surfaces should be left clean and dry.
- Emergency exits:** Switch on after dark using fish key found in the small box above the electrical cupboard door. The switch is beside entrance door. Please ensure the emergency exit lights are turned off and the key is returned when you leave.
- First Aid Kit:** Found in the kitchen drawer marked with a red cross. Kindly replace any items which you use from it.

**Jubilee Room:** Please note that the Jubilee Room, at the front of the hall facing the car park, is for Church users only and **not** available to hirers of the hall. You are welcome to use the small Alban room on the opposite side of the hall.

**Usage generally:** The hall is an annex to the church and therefore the permitted use of the hall is limited. Political meetings are not accepted (other than social events). Formal acts of worship must only be of a Christian nature, Whilst simple prayers or blessing as part of a primarily social gathering are acceptable, anything beyond would compromise the Christian function of the church. We would ask you to respect this.

**Discos:** Commercial discos are not permitted in the Church Hall

**When you leave:** Please sweep the hall floor, and wipe up any spillages

Children's activities — please ensure all toilets are flushed and floors wiped if necessary. Please also ensure that all lights are switched off.

**All rubbish must be removed from the hall and taken away with you.** Please do not leave sacks by the wheelie bin outside as they will be torn open by the local wildlife.

Please stack the chairs in 4s at the side of the hall. Tables should be left clean and replaced as you found them. The chair and table store is in the backstage area. Please **do not** drag chairs and tables across the floor.

Make sure all lights and emergency signs are turned off (check toilets), windows closed and check all the doors are securely locked — placing your foot at the base of the hall door when locking it often helps ensure that the bolts locate properly.

**Insurance:** While the church insurance covers risks arising from the use of the building and equipment made available, hirers are responsible for the personal safety of all those attending the event for which the hall is used and any risks arising from the activities they organise — please read the separate insurance leaflet you are given as part of the hall hire.

PLEASE LEAVE THE HALL AS YOU WOULD WISH TO FIND IT

## Information for regular hirers of the hall

### Keys

When your regular booking begins, we will supply to you a key for the hall, which is for you to hold onto. If you cease your bookings, the key must be returned.

### Calendar of dates and times

We ask that you supply a list of the dates and times you require the hall. Once you have given us details of your required dates we will invoice you on the basis of that schedule. If you do not provide us with details in advance you will be deemed to have booked the hall in accordance with your normal weekly schedule and will be charged accordingly.

If you decide that you do not need the hall for a particular date, then you must give us at least 7 days' notice in advance or that date will still be included on your invoice at the end of the quarter, as it cannot be offered to other potential hirers.

If you require use of the hall on a date which was not on your schedule then you must let us know two weeks in advance as it is quite possible that the hall will be booked up in your absence.

## **Payment**

We will issue quarterly invoices payable in arrears: the quarters are three-month periods beginning on 1 January, 1 April, 1 July and 1 October. The invoice is calculated according to the time you required the hall in that quarter.

## **Storage**

Generally we will not be able to provide any storage space for you in the hall, so please take all your things with you at the end of the booking. If you require storage space, the hall has little capacity left but we might be able to consider it, in which case a fee for storage will have to be determined. There is no guarantee that any space can be found, so please do not rely on it.