

IMMANUEL CHURCH HALL - Booking Conditions of Hire

All persons hiring the Hall are subject to the following Terms and Conditions for letting; a copy of which is supplied to you. Failure to comply will result in the cancellation of further bookings.

1. All bookings must be made through the Hall Bookings Secretary.
2. No smoking is allowed in the hall.
3. Emergency Safety Exits must be kept clear at all times, and should only be used in an emergency.
4. A responsible person over the age of 18 years must be in charge on the premises for the duration of the booking.
5. Casual Bookings attract a deposit of £30.00 with the balance of the hire fee being paid in full 14 days before the booking takes place. The booking is only confirmed on receipt of the required deposit. Should the deposit not be received, and another party wishes to book the hall on that date the hall reserves the right to give the booking to the other party.
6. The hall is available for bookings for groups under the age of 10 years, between the following times:

Saturday: 1.30 pm – 5.30 pm with the hall being vacated by 6.00 pm

Sunday: 2.00 pm – 5.30 pm with the hall being vacated by 6.00 pm
7. The Hall is not licensed for the sale of alcohol.
8. If the kitchen is used, please leave it in a clean and tidy condition. A charge will be made should any work be involved in putting the kitchen back to its original condition. No equipment is to be fixed to the cupboards or working surfaces in the kitchen. No cutlery or crockery is provided by the hall. No equipment is to be removed from the Hall for any reason without the prior permission of the Church Council.
9. Children under the 10 years of age are not permitted in the kitchen. This is a requirement of our Public Liability Insurance.

Child Protection Procedures

10. For the safety and protection of all children using the hall and to comply with the requirements of this paragraph, a copy of the Child Protection Policy for Immanuel Church is displayed in the Hall. Please ensure that you read this document and familiarise yourself with its contents. Additionally, as a Hirer of the premises, you will be required to sign a statement (form Appendix V). Organisations which hire the Hall for activities with children or young people should sign the statement on the form confirming that the workers/volunteers who staff their activities will follow the guidelines in 'Safe from Harm' and will make themselves familiar with the Child Protection Policy for Immanuel Church referred to above. Private individuals hiring the Hall for ad-hoc events (casual users) must sign the statement in Appendix V agreeing to take full responsibility for the children and young people at their event.

11. To comply with the Food & Hygiene Safety Act, by accepting this following condition, the Hirer hereby indemnifies the Vicar, Church Wardens and Parochial Church Council of Immanuel Church against any claims, losses or injury caused by the consumption of food prepared either in the Church Hall or by any food (prepared or otherwise) brought into the Church Hall by the Hirer or a Third Party authorised by the Hirer.
12. No posters or notices should be fixed to the any walls within the Hall. Notice boards are provided for this purpose. Similarly, no posters etc. should be fixed to the outside of the building other than on available notice boards with permission being sought from the Hall Booking Secretary.
13. No footballs, hard ball games or bicycles are allowed within the Hall.
14. If you are hiring a Bouncy Castle for use in the hall, please note there is height limit of 10 feet.
15. If you or your Group causes accidental damage you are asked to report it as soon as possible, otherwise damage will be charged to the last known user of the Hall. You are expected to report to the Hall Booking Secretary any damage found.
16. Any accident which results in injury to any person using the hall during a booking must be reported to the Hall Booking Secretary.
17. Please remember that this is a residential area and give due consideration when leaving the Hall after a function.
18. Please leave the Hall clean and tidy after each session and take all rubbish away with you. You are expected to sweep up any spillage. Brooms and a mop and bucket are available for your use and are stored in the kitchen (please note the mops are colour coded for where they are to be used). Cleaning materials are also available in the kitchen.
19. Please wipe clean any tables used by you and ensure they are put away. Chairs should be stacked safely.
20. Any lost or unclaimed property will be disposed of after a period of three months from the date of the booking.
21. Limited car parking is available, but is a shared facility with the Church. Please use with consideration and leave the driveway clear for emergency vehicles. Please do not park vehicles on the grass verges or paved walkways. If the car park is full, please use the side roads.
22. In the event of a fire in the building, the assembly point is on the grassed area in front of the church.
23. The maximum number permitted in the hall at any function is 100 persons.

Revised January 2018